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THE NATIONAL

Typewriter Instructor,

BY THE

EIGHT-FINGER METHOD;

IN WHICH THE

MOST RAPID AND LEAST TIRESOME MODE OF WRITING EVERY WORD CORRECTLY IS CLEARLY INDICATED.

38
1024

INCLUDING

Practical Exercises in Correspondence, Business and Legal Papers, Testimony, Contracts, Specifications, Ornamentation, Etc., Etc.

CONTAINING ALSO:

FACTS, FIGURES AND SUGGESTIONS AS TO A SCIENTIFIC KEY-BOARD, WITH DIAGRAM OF SAME.

By Elias Longley.

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20726

NEW YORK:
TYPEWRITER HEADQUARTERS, 31 BROADWAY.
1891.

no. 2

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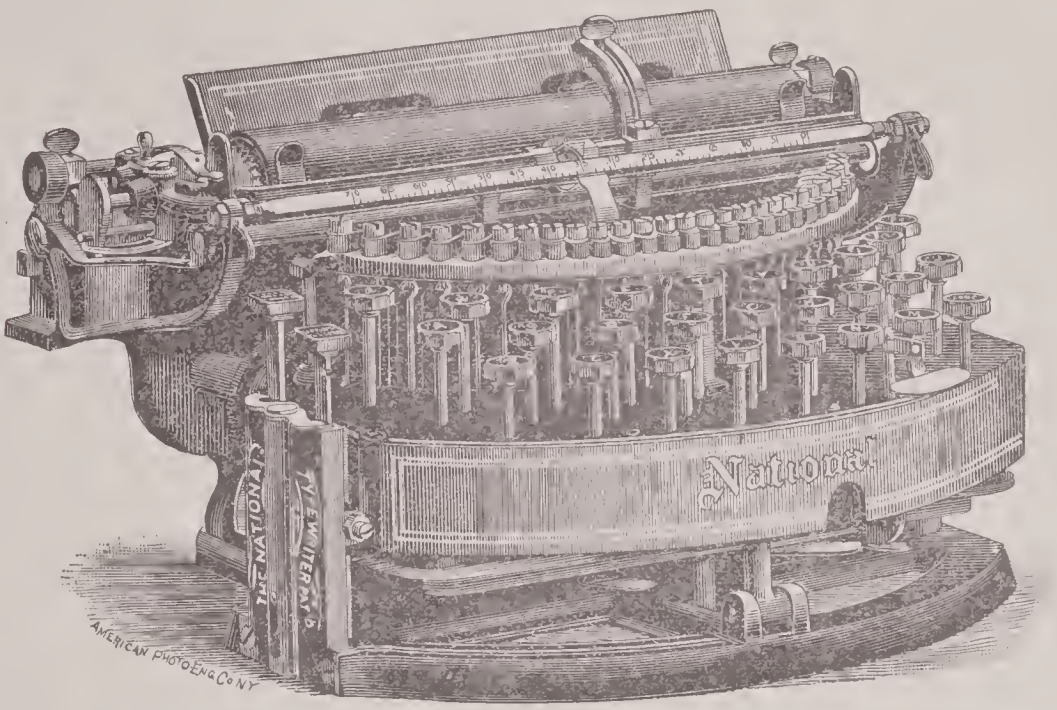

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DEDICATED

TO

MRS. M. V. LONGLEY,

Originator and First Teacher of the Eight-Finger Method of manipulating the Remington and Caligraph Typewriters; Author of the first Instruction Books in accordance with the same; a most accomplished and faithful Instructor, and for 44 years the devoted help-mate and loving wife

OF THE AUTHOR.

THE NATIONAL TYPEWRITER.

PREFACE.

THE inventor, and his co-workers in the production of "The National Typewriter," have either been lucky in the choice of a name, or, having chosen a good name, have been lucky in producing a good machine. Certainly, machine and name harmonize admirably. The machine is adapted to all the people of the nation in two most important respects: (1) It is simple, strongly and skillfully made, and (2) it is so economically constructed and managed that it can be sold to the people for a price within the reach of all, with the guaranty that it will cost less for adjustment and repairs than any other machine of the kind.

That it is the least complicated, and therefore the least liable to get out of order, of any machine made, is demonstrated by the fact that its mechanism requires only about one-third as many parts as other standard machines. With but 29 keys to manipulate, it is capable of printing 85 characters, including capitals, small letters, punctuation marks, commercial signs, figures, etc., which is a greater number than any other machine. This arrangement has secured for "The National" the smallest size and lightest weight of any machine of its standard character; the size being only 10½ x 13 inches, and 7 inches high, and the weight 13 pounds. It may be carried by gentleman, lady or boy without inconvenience. The whole structure is built of metal, including steel types, and the parts made interchangeable, so that, if an accident happens to any portion, it may be replaced at slight expense by the owner.

The arrangement of the letters in the key-board is the same as that in most machines; while the keys themselves are so arranged, in three semicircular rows, as to enable operators to use the hands and fingers in their natural positions, with the least effort and greatest speed. The keys being further apart than those of any other machine renders it almost impossible to strike two or more at the same time, which is a great hinderance to speed in some machines "The National" has the simplest, but most serviceable, carriage, designed with special reference to great speed and convenience in handling paper, envelopes, etc. It moves to the right and left only, and thus assures steadiness and the avoidance of occasional jumps from lineality by the use of "capital shifts" and the like. The carriage can be pulled or pushed back toward the beginning of the line, at any point, without touching a release key. It may be run forward or backward while raised as well as when lowered, thus facilitating corrections, and also conducing to speed by saving time. Paper of any width (cap, letter or note size), and envelopes, can be run through the carriage without raising it to guide them. Indorsements can readily be made upon folded papers.

As a manifolding machine, it can not be excelled in the number of copies produced, and the alignment is unaffected by the number of sheets in the machine. It is the only finger-key writing machine that dispenses with finger-key levers, the action passing directly from the finger-keys to the type-bars in absolutely straight lines, no lateral (side) pulls being necessary. The touch of the keys can be varied, and is controlled by the finger-key tension-screw, within easy reach, immediately under the carriage. The dip of all the keys is exactly alike, and the action is even, easy and firm. The type-bars are guided to and from the printing point, securing perfect lineality, that can not be impaired by wear.

"The National" has a simple automatic ribbon movement, and the ribbon can be changed in a minute without soiling the hands, thus rendering it entirely practicable to write a document in two or more colors of ink Ribbons are furnished wound upon spools ; and when a ribbon is worn out, both it and the spool are thrown away, the cost being so little as to make them not worth saving. It is the only machine with an adjustable paper-shelf, that affords either a regular or a variable margin. An automatic pointer enables the operator to dispense with the annoyance, uncertainty and delay of consulting two scales whose graduations run in reverse directions for the purpose of making corrections. All that is necessary is to move the carriage along until the pointer stands opposite the spot to be corrected, then drop the carriage and strike the proper key. It is equally convenient in doing tabular work

With all these points of excellence in the mind, the pupil or learner will still find it worth while to study and practice the methodical working of the machine. It is almost needless to say that any one can learn to use the typewriter—even the child that has barely learned to spell and read. But there are generally two ways of doing a thing—a right way and a wrong way ; and he or she who starts on the wrong road is pretty sure to get farther and farther away from the point of destination ; while the one who starts right is very certain to "get there" in reasonable time. Therefore, it is the advice of one who has had much experience with typewriters and typewritists to begin right, by studying the method of fingering set forth and practicing the exercises given in this book.

INTRODUCTION.

DIFFERENT KEY-BOARDS.

THERE are in use, in the various typewriting machines now made, two essentially different arrangements of the letters of the alphabet, points, signs, etc., known as the "Remington Key-Board" and the "Caligraph Key-Board." The former is also termed, by the manufacturers of other machines who have adopted it, the "Standard Key-Board."

The writer of this work, while conforming for the present to the judgment of the manufacturers of "The National" in adopting the Standard Key-Board, proposes for universal adoption what he regards as a Scientific Key-Board, in which the distribution of letters to the keys is very much different from either of the others. It was devised by him after twelve years' experience in the use of the typewriter, his first Remington machine being No. 275. Having been for many years a printer, and familiar with the proportionate frequency in the use of letters in spelling the English language, he sought to apply this experience in selecting the most convenient location for those most used, considering also their order of succession. This is an earnest effort to secure a scientific, as well as a more facile, arrangement of the key-board.

SCIENCE OF TYPEWRITER FINGERING.

The author assumes, as the basis of his scheme, the following propositions, some of which are self-evident; all are capable of demonstration and have been thoroughly tested:

1. That all standard typewriters are now operated with all the fingers of both hands, and that in nearly all reputable schools where their use is taught that method prevails.

2. That a methodical and uniform manner of fingering the keys is far better than a haphazard, irregular way, both in obtaining speed and accuracy; and this can only be accomplished by assigning a certain finger to each key, with which to begin words especially, and with which, whenever practicable, to strike such key.

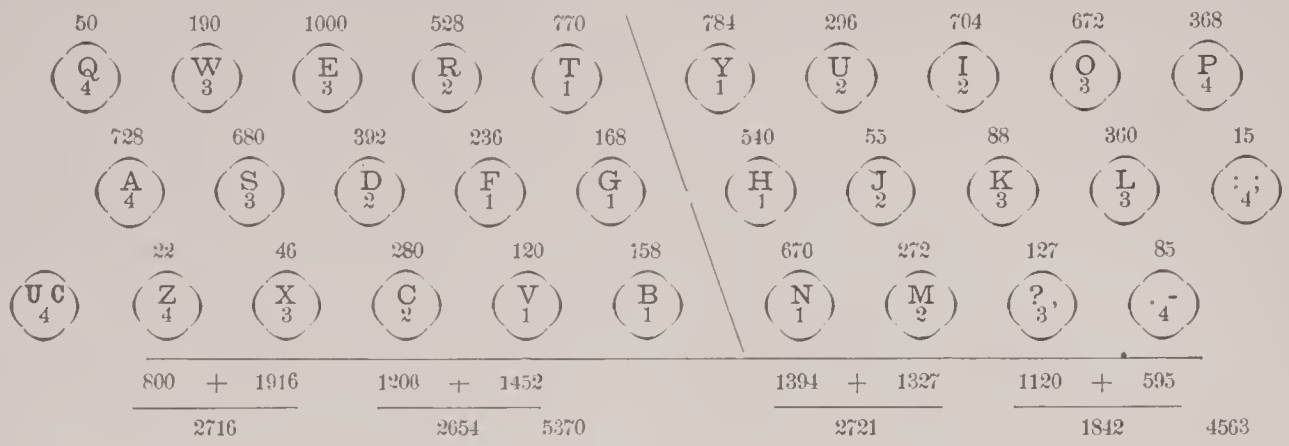
3. That the first and second fingers of each hand are certainly the most easily and forcibly used in the manipulation of the keys, and therefore the more frequently they are used, systematically, the better; and on the other hand, the less frequently the third and fourth fingers are required, the better.

4. That the arrangement of the letters in the key-board should be such as to give the most frequently recurring letters to the first and second fingers, that is, in the central portion.

5. That such arrangement favors the ability to "write by touch," or *by position;* in other words, to manipulate the keys without keeping the eyes on the key-board, but on the copy, which contributes greatly to the amount of work that can be done on any typewriter in a given time.

With these facts in mind, compare the following key-boards, in which the keys are marked with the number of the finger usually employed to strike it; also with figures indicating the relative frequency with which each letter is employed in ordinary English composition, as given in "Brewer's Dictionary of Phrases and Fable." The footings of figures under each 1st, 2d, 3d and 4th finger letters show, approximately, the total number of strokes given by each finger in a piece of composition containing the letter "e" 1,000 times.

REMINGTON KEY-BOARD.



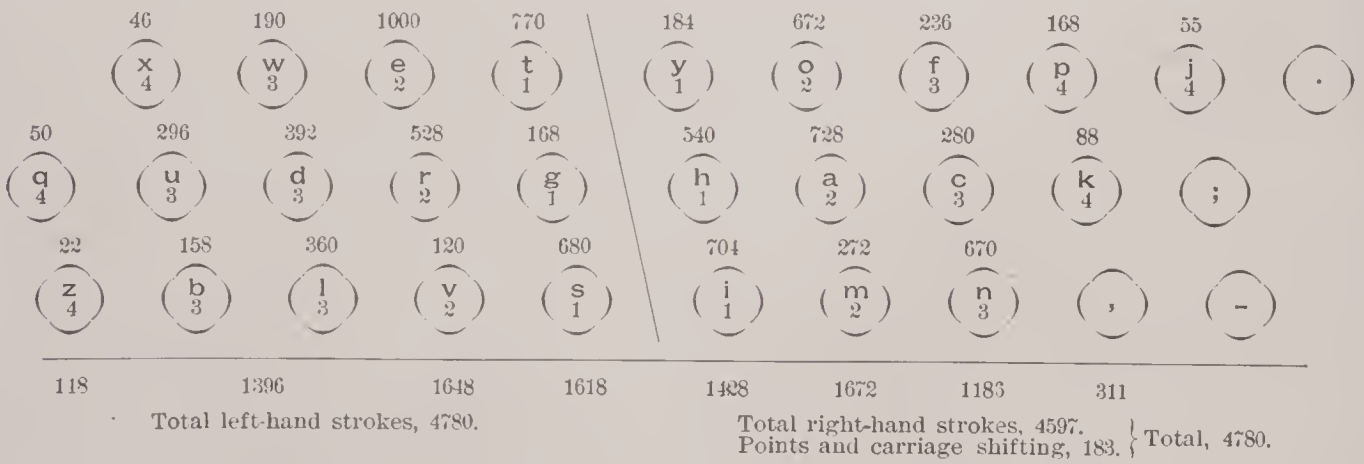
The footing of the sums apportioned to the several fingers show that the fourth finger of the left hand is required to strike 305 more strokes than the fourth finger of the right hand; that the third finger of the left hand is required to strike 796 more strokes than the same finger of the right hand; that the same weak finger has to strike 716 more strokes, in the same time, than its stronger adjoining brother, the second finger, and 464 strokes more than the robust first finger; that the third and fourth fingers of the left hand do more service (in addition to making the capital shift) than the first and second fingers of the same hand, and more than twice as much as the same fingers of the right hand; and that the left hand does *nearly one-fourth more work than the right hand*, allowing that the capital shifting by the left hand, and the spacing by the right hand, equal each other.

It is evident that this arrangement is hard on the left hand, and especially hard on the third and fourth fingers of that hand; and, on account of this overtaxing of the least serviceable of all the eight fingers, it is certain that comfort and speed are seriously sacrificed.

It is said "by one who knows," that the reason for this disproportionate division of service was that the builder of the Remington was a "left-handed man."

Now examine the Scientific Key-Board, which was made to conform as far as practicable to those of the Remington and Caligraph, so that persons familiar with either of these machines can use it without much trouble.

SCIENTIFIC KEY-BOARD.



It will be seen that the weak fourth finger of the left hand has to make but 118 strokes to the 800 required on the Remington; the third finger, 1,396 to the Remington's 1,916; while the strong second and first fingers are required to make 1,648 and 1,618

respectively, to the 1,200 and 1,454 required by the Remington ; that the same fair proportion of duty is allotted to each finger of the right hand ; and that, including the striking of the hyphen, punctuation marks, and moving the carriage, the right hand is required to do as much work as the left hand—if not more.

But by far the most important advantage resulting from this arrangement of the key-board lies in the fact that the letters are so collocated that all the keys, on either side, may be struck with the appropriate fingers of the hand assigned them with the fewest possible exceptions : and not only so, but that in consequence of this, the *rule of alternation* so essential to a free, easy and rapid manipulation of the keys, is found to be practicable.

IMPORTANCE OF A SCIENTIFIC ARRANGEMENT.

"Science," says Webster, "is literally knowledge, but more usually denotes a systematic and orderly arrangement of knowledge." The assignment of certain fingers to certain keys, which fingers are required to strike their respective keys always, under the same circumstances, such as the beginning of words, and when the second hand takes up the spelling of a word begun by the first, may be truly regarded as scientific ; and, though seemingly contrarywise, after any finger shall have struck its proper key, and the next letter is marked for the same finger, to relieve that said finger and strike the key with the adjoining finger, and the one following it with the next adjoining, and so on, is in like manner consistent. Also, when in printing a word all the consecutive fingers are exhausted, and there remains still another letter that should ordinarily be printed with the same hand, a fixed rule that such remaining letter shall be printed with the first finger of the other hand, would accord with the principles of science. But to make arbitrary exceptions, as all authors have heretofore done, and strike the key for the first letter in a word sometimes with one finger and sometimes with another, for the purpose of getting the second, third or fourth fingers to their respective keys, would, in the writer's judgment, be of such exceptional character as to require the arbitrary memorizing of such exceptional words, extending to thousands in a diversified experience, and, therefore, would be unscientific and difficult to practice.

Music is a science, but he who attempts to practice it as an art, and, in his ignorance of its rules of harmony, violates its first principles, produces discord and murders music. So, if his instrument is not in tune, and he is not aware of the fact, the same result follows.

Dancing is based on the science of motion, and so long as the waltzers keep step with each other, or the various members of a cotillion "forward and back," "swing corners," "promenade all," etc., according to rule, the performance is graceful and exhilarating ; but let one or two missteps be taken, and confusion and disorder will prevail.

Just so with the typewritist. If his instrument is not in tune, if the key-board is not in harmony with the peculiarities of the English language, or if he fails to touch the right keys, and, regardless of the sequence of letters, jumps about from one key to another at haphazard, the rhythm of the clicking types is lost, the unity and regularity of motion are interfered with, speed is checked, blunders are made, and the unscientific operator is compelled to halt and take a new start.

Whether or not the author has so reconstructed the typewriter key board as to render it possible to make the art of typewriting conform strictly to scientific principles, is for methodical and skillful operators on the various instruments to demonstrate, as they have opportunity. He has honestly aimed to take at least a considerable step in that direction, and hopes that he has to some extent succeeded. The manufacturers, and generally the dealers, will furnish any arrangement of the key-board desired.

DIRECTIONS TO THE LEARNER.

The typewriter should be placed on a stand, or table, that is about six inches lower than an ordinary writing table; or, instead of this, the learner should sit on a stool six or eight inches higher than a chair. This position is necessary to enable the operator, when sitting upright, to reach the key-board without elevating the forearms from their natural level, which will afford the greatest freedom of the fingers.

The feet should rest squarely on the floor, the chest be thrown a little forward; and, to avoid stooping, the Lesson Book, or copy, should be suspended at a convenient height and inclination to the light in one of the many holders made for the purpose.

To place the paper in the machine: Stand the sheet of paper vertically between the two rollers, steadying it at first with both hands; next, with the left hand, turn the large roller from you, by using the thumb and the first finger of the left hand on the serrated end of said roller, until the paper is carried to the desired position. With the thumb-handle draw the carriage back to the right as far as it will go for the beginning of a line.

All is now ready for work, but before beginning the exercise of words and sentences on the opposite page, the learner is advised to take a little

DRILL ON THE TOUCH OF THE KEYS.

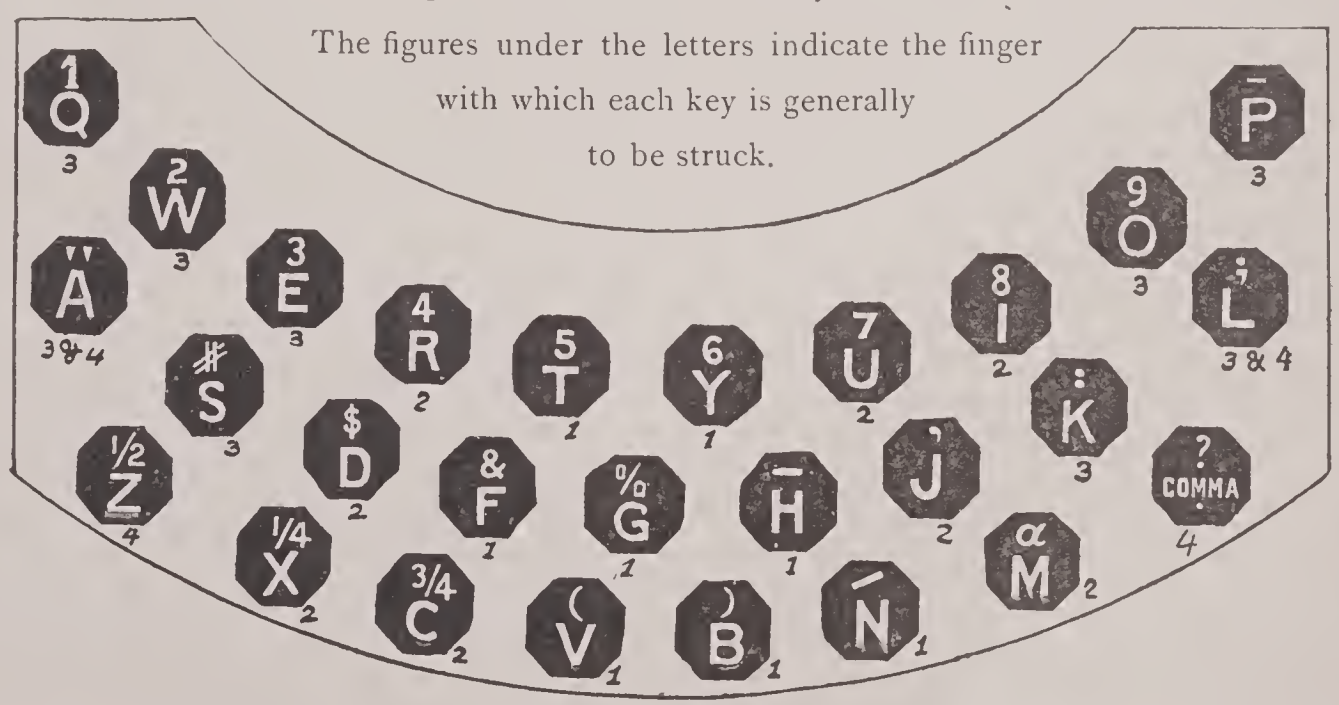
First, observe the imaginary division of the key-board below, between the five keys on the right and the five on the left, top row. Then place the four fingers of each hand over the four keys to the right and to the left of the division in the lower row, and see how readily they may each be touched with the appropriate finger; also, how readily the thumb of the right hand may drop upon the space-bar.

Now, with a quick, firm tap, strike the first key to the right of the division, with the first finger of the right hand; and immediately afterward the first key to the left with the first finger of the left hand; then the space-bar with the thumb. Repeat the operation to the end of the line, then draw the carriage back to be ready for another line.

Next strike two keys on each side of the division, thus: 1, 2, space; 1, 2, space; and repeat, for two or three lines, a little faster each time, until it can be done readily.

Then take three keys on each side, thus: 1, 2, 3, space; 1, 2, 3, space. Repeat as before; and vary the exercise by using the second and third lines of keys.

Finally, bring into play the fourth finger, on the second row of keys, thus: 1, 2, 3, 4, space; 1, 2, 3, 4, space. Repeat as often as necessary to do the work without hesitation.



THE NATIONAL TYPEWRITER INSTRUCTOR.

EXERCISE I.

Right-Hand and Left-Hand Figures.—That the learner may see at a glance to which hand any figure refers, those for the right hand are given in heavy-faced italic type, and those for the left hand in light-faced type.

as is 32 ***23***	been ***1331***	gone 1***31***3	like ***3233***	same 3323	time 1***21***3
at it 31 ***21***	can 2***31***	has ***133***	man ***231***	see 322	we 32
an in 3***1*** ***21***	do 23	have ***1***313	many[1] ***2***311	set 321	well 3 ***233***
and 3***12***	done 23***13***	here ***1***323	may ***231***	that 1***2***31	were 3212
all 3***33***	fix 123	him ***121***	name ***132***5	the 1***1***3	will 3***233***
are 323	for 132	his ***12***3	now ***133***	there 1***1***323	wish 3***231***
able 3***1***32	get 131	job ***231***	pay 331	they 1***1***31	you ***132***
be ***13***	go 1***3***	know ***3133***	quite 32313	this 11***2***3	zeal 4343

an able man ‖ as you are
able to do ‖ and as for that
and as there has been
and at the same time
all this may have been
all that you have done
are you able to go there
be that as it may
can they now fix the time
do you wish to know his name
get him to pay you here
he can go and see the man
have you done that job well
here and there you may have seen
his zeal was quite all gone
many a man has done the like
name the time you wish to go
now that there has been
see that all is well done
that man may have done well
the time has now been set
there were many here to see you
they know that you are gone
they may do you quite as well
we know he has gone there
we wish to have him here
you can fix it as you like
you may wish to see his name

NOTE 1.—With the Remington Key-board, when ***y*** follows ***n***, it (***y***) better be struck with the first finger of the left; otherwise ***n*** would have to be struck with the second finger, so as to leave the first for ***y***, which would lead to many exceptions of the kind.

EXERCISE II.

about 3 1 3 2 1	but by 1 2 1 1 2	every 3 1 3 2 1	just 2 1 3 1	other 3 1 1 3 2	sure 3 2 2 3
advice 3 2 1 2 2 3	come 2 3 2 3	faults 1 3 2 3 1 3	latter 3 3 1 1 3 2	ought 3 2 1 1 1	truth 1 2 2 1 1
after 3 2 1 3 2	certain 2 3 2 1 3 2 1	freely 1 2 3 3 3 1	let long 3 3 1 3 2 1 1	our 3 2 2	very 1 3 2 1
among 3 2 3 1 1	could 2 3 2 3 2	from 1 2 3 2	make 2 3 3 3	part 3 3 2 1	way 3 4 1
around 3 2 3 2 1 2	dare 2 3 2 3	great 1 2 3 4 1	means 2 3 4 1 3	please 3 4 3 4 3 2	what 3 1 3 1
because 1 3 2 3 2 3 2	day 2 3 1	give 1 2 1 3	nothing 1 3 1 1 2 1 1	right 2 2 1 1 1	which 3 1 2 2 1
before 1 3 2 3 2 3	deal 2 3 4 3	happy 1 3 3 3 1	often 3 2 1 3 1	speak 3 3 3 4 3	while 3 1 2 3 3
best 1 3 4 1	during 2 2 2 2 1 1	hour 1 3 2 2	once 3 1 2 3	state 3 1 3 1 3	year 1 3 4 2

about everything ‖ about some other

after a great deal ‖ after which time

among the best ‖ around about them

because we are very certain of it

before you dare to do that way

but once in a great while

come by some means or other

dare to do right time after time

during the latter part of the day

from hour to hour they come and go

give to every one his just due

great men often have many faults

just as long as you please

make the best deal you know how

state what you know about it

speak the truth at all times

they could not make it known

we can be certain of nothing

Do[2] what you ought and let what will come of it.[3]

If a man does all he can he has done all you ought to ask of him.

It is just as well that we do not get all our wishes.

No one can see his faults as others see them.

Nothing is given quite so freely as good advice.

One sure way to be happy is to make others happy.

That which you have to do it is well to do as soon as you can.

2. To print the capital letters on the National Typewriter, depress the upper-case key, with the third finger of the left hand ; strike Q with the second finger, and A, W, E, S, D, X and Z, with the first finger of the same hand ; all the rest of the capitals with the first, second, and third finger of the right hand, according to proximity with the keys.

3. The key for the comma and period is struck with the fourth finger of the right hand ; the latter after depressing the upper-case key.

EXERCISE III.

ask 3 3 3	besides 1 3 4 2 2 3 4	health 1 3 4 3 1 1	noblest 1 3 1 3 3 4 1	proper[5] 3 2 2 3 3 2	until 2 1 1 2 3
alone 3 3 2 1 3	beyond 1 3 1 3 1 2	heart 1 3 4 2 1	only 3 1 3 1	possess 3 2 3 3 2 3 3	useful 2 3 2 2 3
almost 3 3 2 3 3 1	dozen 2 3 4 3 1	honest 1 3 1 3 4 1	packed 3 3 2 3 3 2	question 3 2 3 4 1 2 3 1	wise 3 2 3 2
always 3 3 3 4 1 3	exactly 3 2 3 2 1 3 1	judge 2 1 2 1 3	peace 3 3 4 2 3	slave soul 3 3 3 1 3 3 3 2 3	wisdom 3 2 3 2 3 2
ability 3 1 2 3 2 1 1	expect 3 2 3 3 2 1	liquor 3 2 3 2 3 2	play 3 4 3 1	should 3 1 3 2 3 2	with 3 2 1 1
anything 3 1 1 1 1 2 1 1	five 1 2 1 3	mankind 2 3 1 3 2 1 2	points[4] 3 2 1 1 2 3	teach 1 3 4 2 1	work 3 3 2 3
believe 1 3 3 2 3 1 3	folly 1 3 4 4 1	merit 2 3 2 2 1	policy 3 2 3 2 2 1	them than 1 1 3 2 1 1 3 1	worse 3 3 2 3 2
body 1 3 2 1	head 1 3 4 2	never 1 3 1 3 2	praise 3 2 3 2 3 2	twelve 1 3 2 3 1 3	usually 2 3 2 3 3 3 1

almost everybody is honest
all men praise her ability
besides and beyond all that
God alone is always good and wise
possess your soul in peace

anything you may judge proper
may believe in his policy
folly pleases only for an hour
the head is nobler than the heart
you may ask the usual question

A good man will never teach what he does not believe to be true.
"An[6] honest man's the noblest work of God" is a saying of great truth.
Good health alone usually makes mankind quite happy.
Honesty is the best policy at any and all times.
It is the greatest folly in a man to wish only to be wise.
Never praise the faults of mankind—praise only that which has merit.
Possession is nine points of the law, and they say there are but twelve.
The head is ever the slave of the heart. This may not be exactly true.
The proper study of mankind is man. Teach only the useful and true.
To believe we are able to do a thing is almost as good as being able.
Generally we praise because we expect in turn to be praised.
We should not as a rule judge of a man's merit by his ability.
Wisdom is to the soul what health is to the body; therefore be wise.
Work while you work, and play while you play, every hour in the day.
You can not judge of a man until you have heard his whole story.

Exercise on all the Letters of the Alphabet.—My box is packed with five dozen liquor jugs.

4. In this case it is better to repeat the use of the first finger than to make any other variation.

5. When *o* is followed by *p*, it better be struck with the second finger than require the fourth to reach for *p*.

6. For quotation marks, ", hyphens, --, and other points, depress the key marked "Figs." and strike the proper keys.

EXERCISE IV.

anywhere 3 1 1 3 1 3 2 3	during 2 2 2 2 1 1	John 2 3 1 2	mother 2 3 1 1 3 2	powder 3 2 3 2 3 2	strengthen 3 1 2 3 1 1 1 1 3 1
amounts 3 2 3 3 2 1 1 3	else fact 3 3 3 2 1 3 2 1	human 1 2 3 3 1	much 2 1 2 1	practice 3 2 3 2 1 2 2 3	united 2 1 2 1 3 2
banker 1 3 1 3 3 2	enemies 3 1 3 2 3 3 4	knowledge 3 1 3 3 3 3 2 1 3	narrow 1 3 2 2 3 3	profession 3 2 3 2 3 4 4 2 3 1	values 1 3 3 2 3 4
better 1 3 1 1 3 2	events 3 1 3 1 1 3	labor little 3 3 1 3 2 3 2 1 1 3 3	parents 3 3 2 3 1 1 3	quickly 3 2 3 2 3 4 1	weakens 3 2 4 3 3 1 3
books bring 1 3 3 2 3 1 2 2 1 1	falsehood 1 3 3 3 2 1 3 3 2	live land 3 2 1 3 3 3 1 2	people 3 3 2 3 4 3	read said 2 3 4 2 3 4 2 2	wide word 3 2 2 3 3 3 2 3
buckets 1 2 2 3 3 1 3	father 1 3 1 1 3 2	minded 2 3 1 2 3 2	persons 3 3 2 3 3 1 3	sized 3 2 4 3 2	whole 3 1 3 4 3
cheap child 2 1 3 4 3 2 1 2 3 2	fellows 1 3 3 3 2 3 2	money 2 3 1 3 1	politics 3 2 3 2 1 2 2 3	states 3 1 3 1 3 4	without 3 2 1 1 3 2 1
court 2 3 2 2 1	half honor 1 3 3 2 1 3 1 3 2	measure 2 3 4 3 2 2 3	poverty 3 2 1 3 2 1 1	strange 3 1 2 3 1 1 3	young 1 3 2 1 1

Anywhere in the United States
In the course of human events.
During much of that time.
Better than was ever known before.
Nowhere in the wide world.
Without labor land is of little value.
Young people should read much and talk little.
Much has been said on this question.

Books are cheap, and young people should read only the best.
Children when young make parents fools; when older the fools are wiser.
Every person of good judgment values merit in all mankind.
Falsehood may sometimes make a friend, but it is sure to make enemies.
Half of a fact is often worse than a whole falsehood.
Honor father and mother, that your days may be long in the land.
Keep your word with your child the same as with your banker.
Knowledge without practice amounts to little in a profession.
Labor is better paid in the United States than anywhere else.
Money is by most persons said to be the measure of values.
People who live much alone usually become weak and narrow-minded.
Poverty and politics bring men to strange bedfellows.
The question with the court was, what was true and what was false.
The banker paid the man his money without asking a single question.
Without health what is wealth, even in the most happy land?

Exercise on all the Letters of the Alphabet.—[7]John quickly made five or six good sized powder buckets.

7. This sentence, also the one on the previous page of the same kind, is good not only for enabling one to learn the location of letters, but in the future use of the machine in testing the cleanliness or perfection of all the types.

EXERCISE V.

again 3 1 3 2 1	choose 2 1 3 3 3 2	forever 1 3 2 3 1 2 2	justify 2 1 3 1 2 2 1	product 3 2 3 2 2 2 1	thick 1 1 2 2 3
almighty 3 3 2 3 1 1 1 1	coming 2 3 2 2 3 1 1	freeman 1 2 3 3 2 3 1	late least 3 3 1 3 3 3 4 3 1	proposes 3 2 2 3 2 3 2 3	things 1 1 2 1 1 3
anger 3 1 1 3 2	common 2 3 2 2 3 1	friend 1 2 2 3 1 2	liberty 3 2 1 3 2 1 1	reconciled 2 3 2 3 1 2 2 3 3 2	through 1 1 2 3 2 1 1
ashamed 3 2 1 3 2 3 2	defense 2 3 2 3 1 3 2	gains gold 1 3 2 1 3 1 3 4 2	losses 3 2 3 3 2 3	scorned 3 2 3 2 1 3 2	tribute 1 2 2 1 2 1 3
beauty 1 3 4 2 1 1	despair 2 3 4 3 3 2 1	hated 1 3 1 3 2	millions 2 3 4 4 2 3 1 3	shadows 3 1 3 2 3 3 2	union 2 1 2 3 1
beware[8] 1 2 3 4 2 3	disposes 2 2 3 3 2 3 2 3	helps house 1 3 3 4 3 1 3 2 3 2	patience 3 3 1 2 3 1 2 3	strength 3 1 2 3 1 1 1 1	variety 1 3 2 2 3 1 1
cent coin 2 3 1 1 2 3 2 1	dollar 2 3 4 4 3 2	honorable 1 3 1 3 2 3 1 3 3	payment 3 3 1 2 3 1 1	struggle 3 1 2 2 1 1 3 3	weakness 3 2 4 3 1 3 4 4
charity 2 1 3 2 2 1 1	doubtful 2 3 2 1 1 2 2 3	inseparable 2 1 3 2 3 3 2 3 1 3 3	power press 3 2 3 2 1 3 2 3 4 4	themselves 1 1 3 2 3 2 3 1 3 4	wear worse 3 2 3 2 3 3 2 3 2

A man's house is his castle.

Better late than never early.

Freedom of the press and free speech.

Knowledge is power to do right.

Not much if any the worse for wear.

Man proposes, but God disposes.

Of two evils choose the least.

The end must justify the means.

Through thick and through thin.

There are gains for all our losses.

Useful labor is always honorable.

Variety is the spice of life.

A thing of beauty is a joy forever. Forever is a very long time.

A man should never be ashamed to own he has been in the wrong.

Anger makes a rich man hated and a poor man scorned.

Better to know much of a few things than a little of many.

Beware of an enemy half reconciled, as of a doubtful friend.

Coming events cast their shadows before. There's a good time coming.

Common sense is the product of patience, justice and charity.

"God helps those who help themselves," is a fact worth knowing.

He is truly the freeman whom the truth makes free.

Liberty and union, one and inseparable, now and forever.

Many persons labor too much, others too little; yet labor is honorable.

"Millions for defense, but not one cent for tribute," said the patriot.

Payment for land must be made in the gold coin of the United States.

Strength is born of struggle, weakness of doubt or despair.

Value not the almighty dollar above health, honor and truth.

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8. In all words beginning with ***bew*** strike ***e*** with the second and ***w*** with the third finger, so as to have the fourth finger for ***a***, in such words as "beware," "bewail," etc.

EXERCISE VI.

another 3 1 3 1 1 3 2	curse 2 2 2 3 2	gleaners 1 3 3 4 1 3 2 3	ourselves 3 2 2 3 2 3 1 3 4	ready 2 3 4 2 1	stunted 3 1 2 1 1 3 2
asunder 3 2 2 1 2 3 2	delvers 2 3 3 1 3 2 3	harvest 1 3 2 1 3 4 1	perfect 3 3 2 1 3 2 1	reaped 2 3 4 3 3 2	success 3 2 2 2 3 4 4
authority 3 2 1 1 3 2 2 1 1	deserved 2 3 4 3 2 1 3 2	heaped 1 3 4 3 3 2	positive 3 2 3 2 1 2 1 3	really 2 3 4 3 3 1	suffrage 3 2 2 2 3 3 1 3
beautiful 1 3 4 2 1 2 2 2 3	endeavor 3 1 2 3 4 1 3 2	hewers 1 3 4 3 2 3	practice 3 2 3 2 1 2 2 3	reason 2 3 4 3 3 1	sword 3 4 3 2 3
bearing 1 3 4 2 2 1 1	engaged 3 1 1 3 1 3 2	himself 1 2 1 3 2 3 2	prayer 3 2 3 1 3 2	reliable 2 3 3 2 3 1 3 3	unworthy 2 1 3 3 2 1 1 1
calling 2 3 3 3 2 1 1	faithfully 1 3 2 1 1 2 2 3 3 1	honey 1 3 1 3 1	prejudiced 3 2 3 2 1 2 2 2 3 2	shame 3 1 3 2 3	valuable 1 3 3 2 3 1 3 3
civility 2 2 1 2 3 2 1 1	frightful 1 2 2 1 1 1 2 2 3	judgment 2 1 2 1 2 3 1 1	promised 3 2 3 2 3 3 2 1	stock 3 1 3 2 3	workers 3 3 2 3 3 2 3
condition 2 3 1 2 2 1 2 3 1	fruits 1 2 2 3 1 3	opinion 2 3 2 1 2 3 1	rabble 2 3 1 1 3 3	store 3 1 3 2 3	wrong 3 2 3 1 1

A little wrong done to another is a great wrong done to ourselves.[9]

Endeavor to be perfect in the calling in which you are engaged.

Nothing valuable is lost by civility. Ready money is a reliable friend.

Prejudice is positive opinion without perfect judgment.

Pray with a view to practice, and practice with a view to prayer.

Stock in store is much better than any doubtful debts.

The useful and the beautiful are never very far asunder.

There is very little faith where there is no charity.

Think nothing unworthy which has a bearing on deserved success.

When one works faithfully for another he really works for himself.

WHAT THE PEOPLE WANT.

"We are the hewers and delvers who toil for another's gain,
The common clods and the rabble, stunted of brow and brain;
What do we want, the gleaners, of the harvest we have reaped?
What do we want, the workers, of the honey we have heaped?

We want the drones to be driven away from our golden hoard;
We want to share in the harvest; we want to sit at the board;
We want what sword or suffrage has never yet won for man:
The fruits of his toil God promised when the curse of toil began."

9. SPEED PRACTICE should be limited to sentences that have been thoroughly studied and carefully written many times; accuracy first, and then speed. Do not permit yourself to get into the habit of making mistakes, if you expect ever to obtain and retain employment as a typewritist.

EXERCISE VII.

absolutely 3 1 3 3 4 2 1 3 3 1	business 1 2 3 2 1 3 4 4	Democratic 2 3 2 3 2 1 3 1 2 2	financial 1 2 1 3 1 2 2 3 3	importance 2 1 3 2 2 1 3 1 2 3	majority 2 3 2 3 2 2 1 1
accordance 3 2 2 3 2 3 4 1 2 3	commission 2 3 2 2 3 3 3 2 3 1	depending 2 3 3 3 1 2 2 1 1	flagrant 1 3 3 1 2 3 1 1	impossible 2 1 3 2 3 3 2 1 3 3	national 1 3 1 2 3 1 3 3
adjust 3 2 2 1 3 1	comprehension 2 3 2 3 2 3 1 3 1 3 2 3 1	direction 2 2 2 3 2 1 2 3 1	forward 1 3 2 3 4 2 3	individual 2 1 2 2 1 2 2 2 3 3	necessary [12] 1 2 1 2 3 3 4 2 1
allowed 3 3 3 2 3 3 2	compliance 2 3 2 2 3 4 2 3 1 2 3	dispatch 2 2 3 3 3 1 2 1	further 1 2 2 1 1 3 2	insurance 2 1 3 2 2 3 1 2 3	opportunity 2 3 3 2 2 1 2 1 2 1 1
although 3 3 1 1 3 2 1 1	concerning 2 3 1 2 3 2 1 2 1 1	dissolved 2 2 3 3 3 4 1 3 2	general 1 3 1 3 2 3 3	interest 2 1 1 3 2 3 4 1	partnership 3 3 2 1 1 3 2 3 1 2 3
appointment [11] 3 3 3 2 1 1 1 2 3 1 1	considerable 2 3 1 3 2 2 3 2 3 1 3 3	enclosed 3 1 2 3 2 3 2 1	government 1 3 1 3 2 1 2 3 1 1	justice 2 1 3 1 2 2 3	receivable 2 3 2 3 2 1 3 1 3 3
argumentum 3 2 1 2 3 3 1 1 2 3	contrary 2 3 1 1 2 3 2 1	endowment 3 1 2 3 3 2 3 1 1	herewith 1 3 2 3 4 2 1 1	liability 3 2 3 1 2 3 2 1 1	respectfully 2 3 4 3 3 2 1 2 2 3 3 1
attached 3 1 1 3 2 1 3 2	deferred 2 3 2 3 2 2 3 2	exchange 3 2 1 1 3 1 1 3	however 1 3 3 2 1 3 2	legitimate 3 3 1 2 1 2 1 3 1 3	satisfactorily 3 4 1 2 3 2 3 2 1 3 2 2 3 1

BUSINESS PHRASEOLOGY.[13]

About a matter of importance ‖ absolutely impossible ‖ adjust the matter satisfactorily ‖ after business hours ‖ almost always the case ‖ although it is not necessary ‖ amount of commission allowed ‖ argumentum ad hominem[14] ‖ Beyond my comprehension ‖ bill of exchange ‖ bills receivable ‖ board of supervisors ‖ branch of business ‖ Claim for rebate ‖ concerning your order ‖ contrary to directions ‖ copy of bill attached ‖ Day or two ‖ deferred payments ‖ delivered f. o. b. (*free on board*) ‖ depending upon you ‖ did you receive dispatch ‖ during the past month ‖ Early next week ‖ eight or ten days ‖ either one or the other ‖ enclosed please find ‖ enclosed herewith we send ‖ endowment policy made out ‖ ex post facto ‖ First National Bank ‖ financial affairs ‖ flagrante delicto ‖ for some reason or other ‖ forward goods per Express ‖ from certain considerations ‖ further time is asked ‖ General supervision ‖ give us permission ‖ great majority of cases ‖ government appointment ‖ Habeas corpus ‖ having dissolved partnership ‖ herewith find draft ‖ hoping to hear from you ‖ hors de combat ‖ however it may be ‖ I am obliged to ask ‖ I am very respectfully ‖ I am in receipt of your letter ‖ I have drawn upon you ‖ I improve first opportunity ‖ if found correct ‖ in accordance with advices ‖ in answer to yours ‖ in compliance with ‖ in reference to insurance ‖ in regard to interest ‖ Insurance Company ‖ individual liabilities.

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10. The underscore is obtained by depressing the key for "Marks" and striking key ***H.***

11. See Note 4, under Exercise III.

12. In this word and its modifications, it is necessary to strike ***e*** with the second finger, so as to reach ***a*** with the fourth.

13. REPETITION.—It is not sufficient to simply write this Exercise, and the next, two or three times. Each phrase should first be written a dozen times or more; and, after getting the right fingering of each word, repeat several times each time a little faster than before.

14. The meaning of the Latin terms in this page and the next better be learned from an unabridged dictionary. Do not fail to underscore them.

EXERCISE VIII.

account 3223211	Episcopal 1 3232233	nevertheless 1 3132113 3344	premium 323 232 3	receipt 2 323231	telegraph 1 3331231
acknowledge 3231333 3213	freight 123211	notification 1 31222231231	president 3 2342231	remittance 232 3113123	testimony 1341213 11
church 212231	gentlemen 131133 2 31	notwithstanding 131321131312211	principal 3 221223 33	republican 233213 2231	therefore 1 1 3 2 3 2 3 23
congress 2311 2344	guaranteed 1232311332	official 3 2222233	property 3223321	secretary 3212313 21	thousand 1 1 3 2 3 4 1 2
consequence 2313232 3123	hundred 1212132	ordinary 3 2 3 2 1 3 2 1	propositions 3223 23 21 2313	section 3 2 1 1 2 3 1	understand 2 1 2 3 2 3 1 3 1 2
consignment 2313211 2 311	manufacturing 2312232122211	particular 3 3 2 1 2 2 2 3 3 2	pursuits 3 2 2 3 2 3 1 3	semiannual 3 2 2 3 3 1 1 2 3 3	universal 2 1 2 1 3 2 3 4 3
circumstances 2223 2 3 3131234	mercantile 2 3 2 1 3 1 1 2 3 2	peculiar 3 3 2 2 3 2 3 2	quarterly 3 2 3 2 1 3 2 3 1	submitted 3 2 1 2 3 1 1 3 2	valuable 1 3 3 2 3 1 3 3
country 2321121	Methodist 2 3 1 1 3 2 2 3 1	personal 3 3 2 3 3 1 3 3	railroad 2 3 2 3 2 3 3 2	surrounding 3 2 2 3 2 1 2 9 1 1	wholesale 3 1 3 4 2 3 4 3 3

BUSINESS PHRASEOLOGY.—(*Concluded.*)

Just as soon as possible ‖ Justice of the Peace ‖ Kingdom of heaven ‖ Latter part of the month ‖ legitimate business ‖ lite pendente ‖ long while ago ‖ longer than necessary ‖ Manufacturing Company ‖ member of Congress ‖ mercantile pursuits ‖ Methodist Episcopal Church ‖ Necessary consequences ‖ nevertheless we think ‖ Nolle prosequi ‖ notwithstanding these circumstances ‖ Official notification ‖ on account of which ‖ one hundred thousand ‖ onus probandi ‖ ordinary course of events ‖ other things being equal ‖ Party of the first part ‖ party of the second part ‖ particular manner ‖ peculiar satisfaction ‖ personal and real property ‖ please answer by telegraph ‖ per Wells & Fargo Express ‖ President of the U. S. ‖ prima facie ‖ principal and interest ‖ Quarter section of land ‖ quarterly payments ‖ quid pro quo ‖ quo warrantum ‖ Railroad Company ‖ referring to your proposition ‖ replying to your letter ‖ respectfully submitted ‖ Republican party ‖ res gestæ ‖ Satisfaction guaranteed ‖ Secretary of State ‖ Senator from Ohio ‖ several thousand dollars ‖ semi-annual premium ‖ sine qua non ‖ subject to your order ‖ surrounding circumstances ‖ Taking into consideration ‖ telegraph despatch ‖ therefore there is ‖ throughout the country ‖ through freight rates ‖ under the circumstances ‖ understanding there was ‖ United States government ‖ universal testimony ‖ Valuable papers ‖ Very respectfully yours ‖ Want of judgment ‖ ways and means ‖ We are, gentlemen, your obedient servants ‖ We have the pleasure to acknowledge the receipt of your esteemed favor ‖ we have drawn on you at sight ‖ we shall be pleased to receive further consignments ‖ whether you are willing ‖ which would balance accounts ‖ wholesale prices current ‖ You are aware ‖ your remittance ‖ yours at hand ‖ yours just received ‖ Yours received and contents noted.

EXERCISE IX.

For the purpose of acquiring readiness and accuracy in writing the beginnings and endings of large classes of words, the pupil is recommended to drill his fingers thoroughly in the proper manipulation of the following prefixes and affixes. Repeat each one several times, and the more difficult ones many times, a little faster each time if possible. It would be well to return to the Exercise two or three times a week until the proper fingering becomes a habit.

INITIAL COMBINATIONS.

accom 32232	acqu 3232	adju 3221	admin 322311	adv 321	alti 33112	ambi 32112
ang 311	anti 31112	appr 3332	arti 32112	back 11323	bene 11313	black 113323
blow 1132 3	board 113323	bound 113212	bran 11231	brought 1123211 1	bright 112211 1	cent 23111
check 211323	chris 211323	circum 222323	commu 232211	comp 23223	consti 231312	contin 231121
counter 2321132	decom 232232	depre 23323	discon 223231	divi 22112	draw 2132	dread 21342
earn 3421	econ 3231	effec 32232	elec 3332	emb 321	engr 31112	enter 311132
equi 34223	exhi 32112	extra 321123	fail 13223	fore 1323	form 1322	found 113212
fright 122111 1	flow 1323	flag 1331	gard 1323	gener 131132	glad 13332	glori 113222
govern 131321	grand 123112	guilt 123411	high 11211	horse 113232	hydro 122113	illeg 233331
imag 21131	immor 211132	imper 211332	impl 21134	impre 211323	irrecon 2223231	incor 211232
indi 21122	inex 21132	inqui 211323	insti 211312	inter 211132	intro 211123	Jan 2231
join 22321	judi 21122	juri 21122	justi 211312	king 32111	know 31133	laugh 332211
legis 331223	length 331121	liber 321132	light 321111	liqui 323223	magni 231112	malig 233221
meth 23111	miscon 2332321	mort 2321	mount 232111	multi 211312	myst 21131	nation 131231
neigh 113211	nomi 11323	north 113211	obj 312	obli 3132	omni 32112	ordin 323221
over 3132	para 3323	parti 332112	perpet 332331	phil 31123	phys 3123	plac 34332
plow 34333	plum 34223	post 32311	prac 3232	precon 3232321	prof 3232	prop 3223
prov 32311	quad 3232	quar 3232	ques 32334	quo 323	ration 2312231	recog 232311
recom 232332	regen 2313 1	repre 223323	requi 23 3223	retri 231122	sacri 34212	semi 32223
short 31321	sign 3211	south 332111	spec 3332	squa 2323	straight 31232111	strew 31234
super 32332	surre 32223	temp 1323	terri 132222	testi 131412	trans 12413	tyran 112311
ultra 231123	uncon 211231	univer 212132	vener 13132	verd 1323	vol 1134	vulg 12311
whis 31123	wind 3212	ward 3423	yard 11323	yield 123322	zero 43223	

EXERCISE IX.—(*Concluded.*)

TERMINAL COMBINATIONS.

able 3133	ably 3131	ace 323	ade 323	age 313	ally 3331	ance 3123
ary 321	ast 321	ave 313	bility 123211	bre 123	cate 2313	cian 2231
cient 22311	cious 22323	cle 233	clude 23223	ent 311	ence 3123	ency 3121
fall 1333	fill 1233	fine 1213	fuse 1233	fully 12331	grant 12312	gress 12344
gry 121	hood 1332	ible 2133	ing 211	ish 231	ism 232	ity 211
ize 243	lent 3311	less 3344	ment 2311	mony 2311	most 2331	ness 1344
ology 34311	ough 3211	phy 311	self 3232	ship 3123	sion 3231	ster 3132
tain 1321	teen 1331	ties 1234	tion 1231	tive 1213	ture 1223	ward 3423

REVIEW OF PRINCIPLES.

The learner having now mastered the proper fingering of a large portion of the usual words employed in business and the professions, it will be well to take a critical review of the principles involved in their manipulation. This will enable the observing typewritist to preserve the correctness of his fingering in actual work, and also to apply the same rules to all words that may come up in the Exercises that follow, and in all his future use of any typewriter. Therefore, let each one answer the following questions, either orally to the teacher or by writing the answers in the blank lines succeeding:

1. What are the letters struck by the first finger of the left hand, when beginning a word or part of a word? A.

2. What are the letters struck by the second finger of the left hand, etc.?
A.

3. What are the letters struck by the third finger of the left hand, etc.?
A.

4. What are the letters struck by the fourth finger of the left hand, etc.?
A.

5. What are the exceptional letters on the left-hand side of the key-board? A. (Explain the exceptions with illustrative words.)

6. What are the letters struck by the first finger of the right hand when beginning a word or part of a word? A.

7. What are the letters struck by the second finger of the right hand, etc.?
A.

8. What are the letters struck by the third finger of the right hand, etc.?
A.

9. What are the letters struck by the fourth finger of the right hand, etc.?
A.

10. If there are any exceptional letters on the right-hand side of the key-board, name and explain them. A.

11. If, after having struck a certain key with its proper finger, the next letter in a word calls for the same finger, what is to be done? A.

WRITING BY POSITION.

With the knowledge well in hand, as well as in mind, as to what fingers are to be used in striking the several letters of the alphabet, any one can soon acquire the habit of writing with only occasional glances at the key-board, which may properly be termed *writing by position*, rather than "by touch," as described by some writers. To do so most satisfactorily one should always sit squarely in front of the machine, keep the thumb of the right hand on the space-bar or key, and the fourth finger of the left hand, when at rest for the moment, on the extreme left-hand key of the lower row; all of which enables the operator to know just where all his fingers are with reference to any letter of the alphabet.

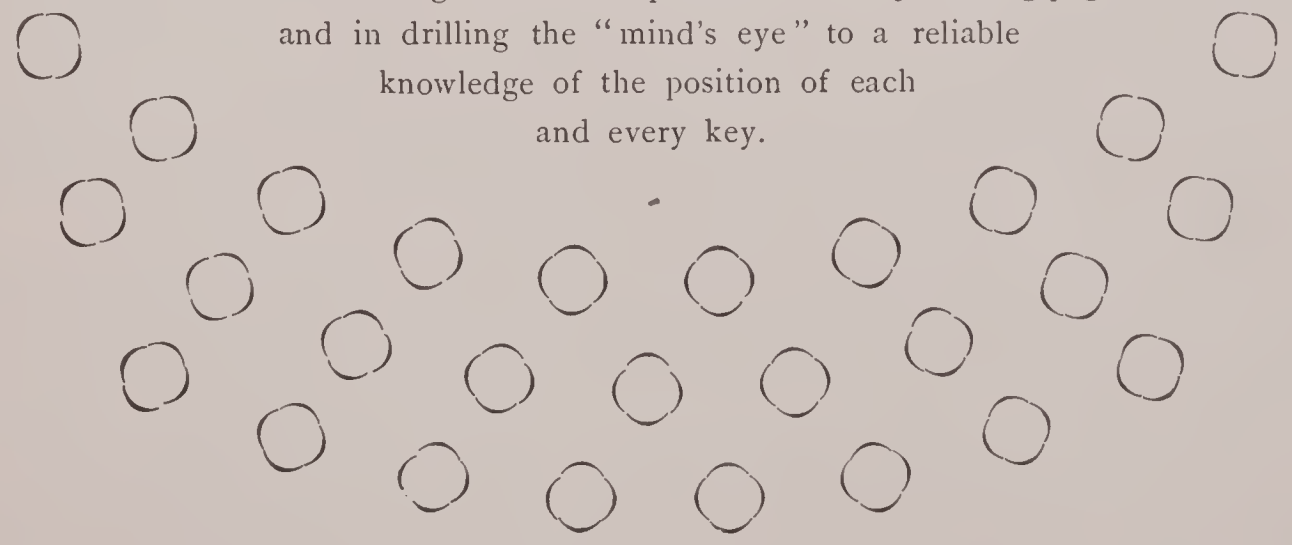
The fact that blind persons have learned to use the typewriter readily proves that the skill of writing by position can be attained, and the ability to thus manipulate the machine enables one to keep his or her eye on the copy, and thus read while writing. The result of this ability is termed "continuous writing," and is of great importance in becoming a rapid and profitable typewritist. It enables one to do at least twice as much work in a given time as can be accomplished by the person who first reads a sentence or clause and then writes it; reads again and writes again; thus writing but half the time.

To begin this kind of practice, the learner better turn back to the first or second Exercise, and train his mind and fingers on short familiar words. This practice should be repeated, more or less, every day, until the method can be applied in all future Exercises of this book; so that when you come to do actual work for an employer there will be no ground for complaint that you spend half your time in trying to read your copy or your notes.

The Eight-Finger Method alone enables one to write *by position*, or "continuously," with any degree of accuracy; and the practice of always writing the same words and syllables in the same way, which this method favors, should be scrupulously adhered to, as it contributes largely to the speedy success of your efforts in this direction.

KEY-BOARD FOR STUDY.

The following blank key-board may be used with advantage by the learner, both in answering the Review questions on the preceding page and in drilling the "mind's eye" to a reliable knowledge of the position of each and every key.



EXERCISE X.

If the learner has drilled himself or herself, as suggested on the previous page, in writing by position from the first Exercises, the following phrases and clauses may be treated in the same manner. First, however, better write each one several times by sight, and then repeat without looking at your keys.

Able to collect ‖ above the market price ‖ accept thanks for past favors ‖ according to his account ‖ acknowledge receipt ‖ agreeably surprised ‖ am very well aware ‖ answering your letter ‖ articles of agreement ‖ as early as possible ‖ as per your statement ‖ at owner's risk ‖ at your expense ‖ awaiting your reply.

Because you were ‖ before we received your letter ‖ benefit of my creditors ‖ besides which I will say ‖ business relations ‖ by American Express ‖ by return mail.

Carrying on their business ‖ commence legal proceedings ‖ commercial standing ‖ concerning your affairs ‖ considerably embarrassed ‖ contrary to orders ‖ could not be relied upon.

Day or two since ‖ depend upon it ‖ did you receive your money ‖ dissolved partnership ‖ distribution of proceeds ‖ do not remember ‖ drawn upon you at sight.

Early in the week ‖ early next month ‖ eight or nine times ‖ endeavor to be present ‖ every quarter of the country ‖ every way possible ‖ executors or administrators.

For example ‖ for some reason or other ‖ forward goods immediately ‖ for value received ‖ from other sources.

General merchandise ‖ gentlemen of the jury ‖ government bonds.

Have never been received ‖ having established ourselves ‖ heirs and assigns ‖ hereby constitute and appoint ‖ herewith find acceptance.

I am respectfully yours ‖ I take it for granted ‖ if you remember ‖ in accordance with your request ‖ in answer to your inquiry ‖ in reference to the matter ‖ in witness whereof ‖ insufficient capital.

Joint stock company ‖ judicial proceedings ‖ Justice of the Peace ‖ just received your letter.

EXERCISE X.—(*Concluded.*)

Kingdom of heaven ‖ know all men by these presents ‖ knowledge of the law.

Largely increased facilities ‖ last will and testament ‖ let us be satisfied ‖ long as you possibly can ‖ longer than I expected.

Make, constitute and appoint ‖ manner in which ‖ Merchants' and Mechanics' Bank ‖ money market ‖ month or two ago ‖ more than a year ago ‖ most favorable opportunity.

Nominal assets ‖ no good reason ‖ none the less true ‖ nor is it likely ‖ notice is hereby given ‖ noticing your advertisement ‖ notwithstanding it has been.

Of course it is necessary ‖ on receipt of payment ‖ on the other hand ‖ on Tuesday next ‖ over and above.

Per annum ‖ personal expenses ‖ positive about that ‖ price current ‖ please accept my thanks ‖ please answer this letter ‖ power of attorney.

Quarter section of land ‖ quarterly payments ‖ question of accuracy ‖ quite likely to be.

Received your request for remittance ‖ referring to yours just received ‖ regretting the annoyance.

Satisfactory security ‖ Saturday afternoon ‖ security against overdrafts ‖ several days since ‖ showing balance due ‖ signed, sealed and delivered ‖ somewhat probable ‖ sooner than expected.

Take any advantage ‖ taking into consideration ‖ this is to certify ‖ Thursday morning next ‖ tightness of the money market.

United States Court ‖ upon receipt of invoice ‖ unjust accusation ‖ usual discount of five per cent.

Validity of his patent ‖ valuable piece of property ‖ verdict of the jury ‖ very truly yours.

Was quite sure ‖ week or ten days ago ‖ Wednesday morning ‖ will you please forward ‖ within a reasonable time.

Year or two ago ‖ your earliest convenience ‖ your esteemed favor ‖ yours received and contents noted.

CORRESPONDENCE.

We now approach the practical work of the typewritist. If the learner has studied well the rudimental Exercises thus far given, he or she is fully prepared to commence the formal practice of the art, in the way of letter-writing and the copying of business and professional papers. As the former is the line of work to which beginners are most generally called, we will first direct their attention to a few points with which they should become familiar, in the formation of business letters, in order to give satisfaction to the cultivated and artistic eye of an employer.

1. The heading of a letter, like the head-dress of a lady or gentleman, should be uniformly symmetrical and graceful in appearance, and conform to the taste or wish of the proprietor of the house where one is employed. Therefore, his style should be consulted, and not varied from unless by his permission and approval. It is always safe, for a time at least, to follow the style of your predecessor in doing the writing for an establishment, and to introduce innovations, even for the better, gradually and modestly.

2. Nearly every business or professional office has its printed letter-heads, under which letters must be written. Generally they are so arranged as to leave a blank after the name of the city where located, into which the name of the month and the date are to be printed, thus :

Washington, D. C.,..... *189*.....

It is often quite difficult to get the sheet into a machine so as to print exactly on the blank line, and insert the figure after 189.... ; and it requires more time to so adjust it than it would take to print the whole line. A better arrangement is, to have the printed letter-heading terminate with the name of the city and state in about the middle of the line ; then write with the machine, on the line below and just to the right, the name of the month, date, and year, as in Form 1 on the next page.

3. If entirely blank letter paper is used, the date line should begin on 30, unless the name of the city and state are longer than usual, when it is better to begin on 25. [See Form 2.] Never insert "th" after the date in a head line ; they are only proper in such phraseology as "on the 15th January," "after the 10th inst.," etc.

4. Always begin the address on 1 of the Scale, and write only the name of the person or firm on that line, closing with a comma ; revolve the roller at that point, and there begin printing the name of the city and state to which the letter is to be sent, instead of moving the carriage back to 5 or 10, and thus save many tiresome movements in the course of eight or ten hours' writing. If the letter is to have a street address, it is well to insert it on the next line below, for fear it may not be at hand when the envelope is to be written.

5. Next throw the carriage clear back to 1 of the Scale, for printing the term "Dear Sir," "Gentlemen," etc., which should occupy a line by itself, and be followed by a colon or two hyphens ; but on the "National," to avoid the necessity of using a shifting-key it is just as well to affix the comma. At this point revolve the roller, for the reason given in paragraph 4, and begin the body of the letter just there.

6. Subsequent paragraphs indent uniformly to 5 on the Scale. At the close, begin "Yours truly," or their equivalent, on 25 or 30, so as to have plenty of room for the signature to follow on the line beneath, without having to pull the carriage back, and in order to leave a blank above the name that it may stand out symmetrically by itself.

7. Letters look better, as a general thing, if written with a double spacing between lines ; but in the case of lengthy correspondence, it is desirable to save not only paper but the extra work of copying additional sheets in the letter-press · therefore it is allowable to write such letters with a single spacing.

TYPEWRITER SCALE.

[FORM 1.]

Philadelphia, March 10, 1890.

A. J. Lewis, Esq.,

Birmingham, Ala.

Dear Sir:

Your agent, Mr. Brown, has forwarded us memoranda of adjustment of all differences existing on account of old stock. We are satisfied with the arrangement made with you as to disposal of work, and hope when the season opens you will find market for it.

The note of Mr. A. C. Baker, of which you inquire, is at the First National Bank, at Trenton. This is a renewal note, bearing your endorsement, and is due 18--21st of this month. If not paid at maturity, will make the customary draft on you.

Yours very respectfully,

W. H. BRONSON.

[110 words.]

[FORM 2.] ATLAS ENDOWMENT ASSOCIATION OF AMERICA.

St. Paul, March 11, 1891.

Henry Williams,

Minneapolis.

Dear Sir:

We have reliable agents in all the principal points in Southern California, and by their aid and our personal work we are receiving applications for gilt-edged first mortgage loans, both on city and country property, for long and short time.

By our plan we have the best security, as well as best rates of interest obtainable. We need more money to supply orders for good loans that are constantly coming in. If you want good securities--good interest--your money quickly placed--write us, and give rates of interest you desire, size of loans and class of security, and we will secure you first class loans at no expense or trouble to you.

Hoping that you will favor us with an early response, we beg to remain,

Very respectfully yours,

ATLAS ENDOWMENT ASSOCIATION OF AMERICA.

By S. F. GRAVES, Secretary.

[150 words.]

MODEL FORMS FOR LETTERS.—(*Continued.*)

[FORM 3.]

Chicago, Ill., April 30, 1890.

Mr. F. J. Cox,
Camden, Ind.

Dear Sir--

It is with profound regret that we learn of the financial embarrassment of our old-time friends and agents, Messrs. Cox & Fuller. We sincerely trust that the unfortunate circumstances that seem to have overtaken them are of a temporary character only, and will soon give place to a permanent and satisfactory business adjustment. We fully appreciate your kind remembrance of us amidst the dire necessities that surround you in times like these, and shall be pleased at all times to make grateful acknowledgment of your kindness. [100 words.]

A representative of this Company will visit Camden shortly, instructed to confer freely with you as regards our interests in the past as well as in the future. Wishing you a happy issue from your difficulties, we remain,

Yours truly,
THOMAS JONES & CO.

[144 words.]

FORM 4.]

St. Louis, Mo., Aug. 11/90. (1)

Messrs. Haynes Bros. & Co.,
Jonesboro, Ark.

Dear Sirs:

Your favor of the 15th inst. is at hand. We have dated your bill ahead as requested, which we hope will be satisfactory. We regret that we cannot comply with your request to extend your account to April 1st, but it is out of the question for us to do so, as we will be in need of the money before then. We therefore enclose to you two notes, at 30 and 60 days respectively, which you will please sign and return to us. [100.] We hope that you will arrange to meet the notes promptly when they fall due.

We remain, yours truly,
J. A. WILLIAMS & CO.

[124 words.]

NOTE.—The writing of these Letters should be repeated five, ten or a dozen times, until the teacher or learner is satisfied each one is perfectly correct; after which they may be written for speed, and record made with pencil on the margin the number of words attained per minute.

1. This abbreviation looks very well, and saves three strokes with the Yost; but on the National it requires the use of a shifting key, and is no saving of time.

MODEL FORMS FOR LETTERS.—(*Continued.*)

FORM 5.

Columbus, O., June 11, 1890.

Mr. George McDonald,

Newton, Kan.

Sir--

We are pleased to furnish you with our price-list and catalog, marking discounts at which we are able to supply you; also, note terms on all lists, which apply to all grades. If you are in the market for a supply of work, we can sell you at as low prices as can be obtained, and we think our work has many special features and points of merit which you will not find in that furnished by other manufacturers.

Would call your attention especially to the Curved[100]Seat-Riser, which we shall place on our three highest grades, heretofore furnished only on the most expensive work; also to improvements in the details of finish, painting, carmine striping, etc., of Canopy Phaeton, trimmed in brown leather, body-gearing of natural wood, finished in oil and varnish, with fenders and lamps. Price, $350.

Awaiting your further pleasure, we are

Very truly yours,

[166 words.] COLUMBUS BUGGY CO.

FORM 6.

Washington, D. C., 5th Oct., '90.(2)

Mr. Wm. Keith,

Los Angeles, Cal.

Dear Sir:

You wrote us some time ago in regard to a patent, and we write now to suggest the importance of making an application at the earliest possible day. During the early winter and spring months applications pour into the Patent Office by thousands, made by inventors who vainly hope to get their patents issued in time for the spring trade. As a result there is a glut of applications, more than the U. S. Patent Office can handle. The rule ''first come first served'' prevails; every[100]case must be taken up and examined deliberately in the order of its class and date of filing. The consequences are delay, vexation, and loss.

Our advice is, therefore, for your own interest more than ours, since we are assured of your business some time at any rate.

Yours to serve,

[156 words.] C. A. SNOW & CO.

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2. The use of the apostrophe to indicate the omission of 18 is allowable on the Yost, but on the National it requires the use of the shifting key, and is therefore no saving.

MODEL FORMS FOR LETTERS.—(*Continued.*)

FORM 7.

Grand Rapids, Mich., Dec. 6--90.

Hon. Joseph Johnston,

Topeka, Kan.

Respected Sir:

We herewith enclose you our illustrated circular, and trust you may be interested in the Aldine Fire-Place, inasmuch as its operation tends to promote the good health of those using it. The sanitary results are produced by [3]no other grate or heater on the market; and for the nursery, sick-room, dining-room, office or sleeping-room, the warm floors, equalized temperature, constant and uniform heat and ventilation produced, with the utmost economy of fuel, fills a long-felt want, and renders the Aldine the [100] most desirable grate ever placed upon the market.

The stove has long and loudly been denounced by our best physicians and thinking people, as it affords no means of escape for the vitiated air and poisonous gases which it generates, and which are a constant menace to good health. Hot air or steam furnaces are but little better, unless provided with proper ventilation. Direct draft grates are enormous consumers of fuel, uncleanly in their use, create draughts throughout the rooms in which they are located, and produce none of the superior conditions to be had through the use of the Aldine. [200] Through the return draught principle we are enabled to consume the hot smoke and gases in the combustion chambers in the base, get up a circulation of warm air, whereby we produce warm floors, thus obviating the condition of hot air about the head and cold air about the feet, and equalize the temperature from floor to ceiling. We also get slow and perfect combustion of fuel, with great economy.

Very respectfully,

[275 words.]

ALDINE MANUFACTURING CO.

MODEL FORMS FOR LETTERS.—(*Continued.*)

[FORM 8.] Philadelphia, Pa., 5th mo., 10th, 1890.[4]

Wm. Penn Nixon,
Editor of the Inter-Ocean,[5]
Chicago, Ill.

Dear Friend:

Thee will find enclosed $15 (fifteen dollars) to pay thy bill for advertising. Please receipt and return.

Fraternally thine,
BENJAMIN FRANKLIN.

[FORM 9.] Buffalo, N. Y., 3/15/90.[6]

To Agents and Freight Conductors--

Much inconvenience, and sometimes loss, is sustained by this Company through the unwarranted changing of car numbers on way-bills. Any disagreement between way-bill and car number that may be discovered should be reported promptly to Division Superintendent, by telegraph. Hereafter no person must under any circumstances make alterations of this kind without specific directions from Division Office.

Agents at destination receiving way-bills in which such changes have been made, must use great care to see that the freight he delivers is that actually called for by the way-bill. [100]

CHARLES JACKSON, Frt. Aud.

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3. The "*underscore*" is the long dash that, when printed in the same line with the types, produces the continuous line close under the words, and is used to suggest emphasis in reading, or to indicate to the printer that such words are to be put in italic types for the same purpose. In the "National" machine it is produced by depressing the shifting key for "marks," and striking the letter-key for H as often as necessary.

4. This is supposed to be the Quaker, or Friends' style of dating and writing a letter.

5. When the title, or profession, of a correspondent is lengthy, it will look better to set it back under the name, as here shown.

6. This is an excellent form for railroad correspondence, especially with the Yost machine.

NOTE.—Students having special lines of work in view, such as legal, insurance, railroading, etc., should procure one of the many letter-writers on sale, and give almost exclusive attention to practicing on the phraseology and forms there given to such letters.

SPECIALTIES IN LETTER WRITING.

1. *Dictating to the Machine*, as it is called, is under some circumstances found to be a saving of time and labor. If the party dictating speaks slowly, and the typewritist is a fast operator, shorthand can be dispensed with for the time being, and letters written directly from the mouth of the speaker. Only the most skillful and accurate writers should resort to this method, for if errors are made and the letter has to be re-written, it will prove to be a losing arrangement instead of a profitable one. When adopted, unless letter-press copies are made, a duplicate copy should be made by the use of carbon paper. (See page 30.) Many court reporters employ rapid typewritists to transcribe their testimony while they read their notes to them. It is important, therefore, to practice on the machine from dictation.

2. *Interlining*, to supply an omitted word or clause, is often admissible, to save time in re-writing. The caret sign will have to be made with pen or pencil; then the roller turned back half a turn, or, if the sheet has been taken out, re-insert it, so that the words to be supplied will print just above the place where they were omitted. (See illustration on opposite page.)

3. *Capital Lines.*—To print a line or more in capitals, on the National machine, depress the key for caps, and set the latch alongside it, to hold it down, so that all the fingers of both hands may be used as in writing lower case; when a comma, or any other mark except the period, is to be used, the latch must be released. If the number of words in a display line are few, the appearance may be improved by striking the space-bar between each letter. (See page opposite.)

4. *Centering Lines.*—All head lines, whether in capitals or small letters, should be placed exactly in the middle. To make sure of doing this, count the number of letters, spaces, and points (if any), and subtract the total from the whole number of figures on the space-bar, 70; take half the remainder as the number on which you are to begin writing the line. Thus: total number of letters, etc., 45; 70 less 45 leaves 25; the half of 25 is about 13, on which to begin writing. This will leave 12 spaces at the other end of the line.

5. *N. B. "Nota bene" (mark well.)*—An extreme method of calling the reader's attention to an important point is sometimes resorted to thus: After a letter is written select some vacant space on a page, and set the sheet in the machine so that you can print the matter in an oblique position, as shown on the opposite page. Sometimes it will be necessary to fold the sheet slightly in order to get it in where wanted.

6. *Pens and Pencils.*—Whenever practicable pen and ink should be used, for ease, speed and legibility. Fountain pens, in our long experience, have never been found to give uniform satisfaction, while any short-nibbed gold pen does. The double-elastic steel pens are excellent, for those who cannot afford the gold. In addition one should always have an excellent quality of No. 2 pencil, well sharpened, ready for any emergency.

7. *Note-Books.*—A note-book that one can carry in his or her pocket is more convenient than a broader and thicker one; it should be of such paper that it will take either pen or pencil readily, viz.: thick enough to receive ink on both sides without blotting, and without the highly polished surface that repels both ink and pencil. Double-ruled paper assists in recognizing three or four positions in writing. To find in a moment the place in your book where you wish to take notes, keep a rubber band around the portion used.

[FORM 10.]

ETNA FIRE INSURANCE COMPANY.

Indianapolis, Ind., March 11, 1891.

John A. Armstrong, Esq.,

Madison, Ind.

Dear Sir--

Your esteemed favor of the 5th inst. at hand and contents noted. While it is desirable to take all the business we can handle, it will not be judicious for us to accept the risk you are offered on the Madison Hotel. It is considered ''extra hazardous,'' and sh'd --and not desirable at that be rated at 2½ %. We must require a detailed survey of the premises, if you write again on the subject, before finally accepting the risk.

Respectfully yours,

HAMILTON & WILCOX,

Western Managers.

N. B. Rather than fail, you might make the rate 2¼ %.

[FORM 11.]

INVOICE OF GOODS.

31 BROADWAY, NEW YORK CITY.

Bought of **TYPEWRITER HEADQUARTERS,**

Dealers in all makes of Writing Machines.

Mr. S. H. Farnham,
90 Highland Boulevard, Brooklyn, N. Y.

New York, May 18, 1891.

One (1) National Typewriter,	$60.00	
Less 20 %.	12.00	$48.00
One (1) 8 Dr. Drop Cabinet,		18.00
Two (2) Reams No. 3 Letter Paper at $1.40,		2.80
One (1) Ream No. 3 Legal size, Marginal ruled,		1.85
One (1) Dozen Legal Carbon,		.50
One (1) Reid Copy Holder for National Typewriter,		2.00
		$73.15

Paid.

TYPEWRITER HEADQUARTERS.
Van B.

This machine is guaranteed to be in first-class condition in every particular.

TYPEWRITER HEADQUARTERS.
Per E. Van B.

SPECIALTIES IN LETTER WRITING.—(*Continued.*)

8. *Note-Paper.*—The typewritist will sometimes have occasion to print fashionable notes for, or to, ladies, such as society notices, invitations, etc., in which cases note-paper of such varying widths as fancy dictates, will be furnished, and the carriage must be set so as to print only the length of line required. Lay a sheet of the paper against the left-hand portion of the numbered scale, with as much projecting beyond that end of the scale as will give sufficient margin; next move the carriage until the pointer rests on 25 or 30, according to the margin required on that side; then slide the "stop-collar," or bumper, down the back bar until it reaches the yoke of the carriage, where you will screw it tight to the bar. This will leave the remainder of the scale on which to do your writing. Insert note paper, or envelope, at extreme left of the roller. (See sample on page opposite.)

9. *Envelopes* may be addressed on the typewriter, by adjusting the movement of the carriage in the same way, if many are to be addressed at a time; if only a few, this is not necessary. Either way, however, the "envelope guide," which is also used to hold the sheet of paper to the feed-roller, should be set by turning it on the rod to which it is fastened, so that the little roller on the lower projection lies close to the feed-roller. When the envelopes are all addressed it should be set back. Each package of envelopes should be first curved, by pressure with the fingers, so that they will lie close to the roller.

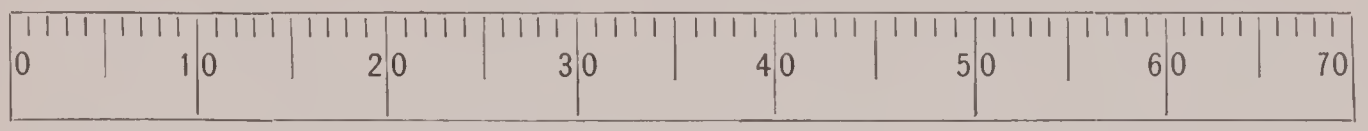
10. *Press Copies.*—To obtain a single duplicate copy of a letter, a "copying ribbon," of any desired color, must be used instead of the ordinary "record ribbon." The process of making such a copy, in a letter-book for preservation, will be explained by employers; but the typewritist, where a letter-press is used, must see that the machine is supplied with the right kind of ribbon. To ascertain what kind of a ribbon is on a typewriter, print a word with it, then wet the end of your finger on your tongue and press it upon the word, and if it is a copying ribbon the word will appear upon your finger. In a position where a portion of the writing only needs to go through the copying press, it is best to keep both a record and a copying ribbon on the machine, one on one spool and the other on the other, so as to use either as occasion may require.

11. "*Manifold Copies*" are produced in various ways. The most simple method of obtaining from two to ten copies is by means of "semi-carbon paper," which will be found explained elsewhere, under the heading "Law-office Work." When from 50 to 100 copies or more are desired, to be used as circulars, the Hektograph, Cyclostyle, or Mimeograph, will have to be employed. As full descriptions of how to use them accompany each apparatus, it is not necessary to repeat them here.

12. *A Lithograph Ribbon* on a typewriter enables one, by its use on transfer paper, to have the contents of a letter or document of any kind, with the addition of autographic longhand signature, or other matter, if desired, transferred to stone, and as many copies printed as are wanted.

13. *Minor Corrections*, such as bringing up "dropped letters," changing the terminations "er" to "or," or vice versa, c to o, n to m, or the reverse, n to h, i to l, etc., raise the carriage and move it, while raised, forward or back, until the automatic pointer rests over the letter to be changed, then drop the carriage and touch the right letter.

TYPEWRITER SCALE.



[FORM 12.]

Boston, January 15, 1891.

Miss Jennie Anderson--

The pleasure of your company is cordially requested at an afternoon social reception, to be given at the residence of Mr. J. N. Dodge, No. 125 Chelsea ave., on Wednesday, 25th Nov., 1891, in recognition of the arrival in our community of Miss Rozelia Dodge, our much esteemed niece.

Kindly acknowledge receipt, and indicate probability of our being gratified with your much-desired presence.

With kindest regards,

Mrs. J. N. Dodge.

[FORM 13.]

Robert Buchanan, Esq.,
1520 Broadway,
NEW YORK,
N. Y.

[FORM 14.]

Hon. Benj. Butterworth,
CINCINNATI,
225 McMillan St.,[8] Hamilton Co.,
Walnut Hills. O.

7. The street location on an envelope should always be separate from the main address, so as not to occupy unnecessarily the attention of postal clerks.

LAW OFFICE WORK.

Perhaps more students of shorthand and typewriting find their first employment in law offices than in any other line of service. And next to doing the letter-writing of an office comes the copying of legal papers, and the taking in shorthand notes, from dictation by the attorney, such legal matters as he wishes to use in the courts, which are also to be typed on the machine. Forms of such papers and documents will now be presented for the student's study and practice after a careful reading of the following suggestions :

1. *Accuracy.*—Greater accuracy is required in all legal writings than in any other class of shorthand and typewriting work, for the reason that the mishearing or wrong transcription of a single word may lead to a conclusion just the opposite of that intended, and result in untold trouble and cost. Therefore the greatest care must be exercised in the start, and all the time, in copying the forms here given.

2. *Corrections.*—If a mistake of a few letters, or a word or two even, is made with the typewriter, it may be corrected thus : If done on very thin paper the letters better be canceled by printing an x lightly over each one, and then go on with the correct letters, or if necessary they may be interlined ; if done on thick paper, the letters may be erased by scraping, latterly on the roller, lightly but frequently, with a sharp blade, or with an "ink eraser." But an employer who is accurate himself, and a man of taste, will require sheets having even one or two unskillful corrections, to be re-written.

3. *Read by Copy.*—All legal, or other important work, should be "read by copy," to see that no omissions are made, and for such additional punctuation as is necessary to the proper meaning of the language used. It is safer to have some one besides the typewritist hold and read the copy, so that the latter may revise his or her work as the reading progresses.

4. *Writing from a Reader.*—The words in the following forms are numbered into hundreds, with the view of requiring the pupil, after he has written each one two or three times for accuracy in spelling and the correct fingering of the keys, to repeat them several times for speed, with some one to read the copy. The reader should be required to call the punctuation marks as they occur, since the typist, while learning at least, is not able to carry the sense along with his fingers ; also, any special capitalizing, parentheses, underscoring, etc.

5. *Manifolding.*—The learner should have the privilege, and should exercise it, of doing considerable manifold writing before leaving his school of instruction, or engaging to do work. And, in beginning the following page, is a good time to call for one or two sheets of semi-carbon paper, with which to make copies of the forms there given. First, lay upon your table one sheet of white paper ; upon it lay one sheet of semi-carbon paper, with the carbon side uppermost ; next lay down another white sheet on top of the carbon paper ; then another carbon and another white sheet. Lift them all up together, and jostle them perfectly straight with each other ; carefully insert them between the rollers, with the carbon side of the sheets toward you, so as to print against the blank sides of the carbon. To obtain distinct impressions from the carbon paper, strike the keys a little harder than usual. For over three copies quite thin paper is necessary.

[Form 15.] **DEED OF BARGAIN AND SALE.**

This Indenture, made the 20th day of November, 1890, between James H. Holloway, of Buffalo, State of New York, party of the first part, and John H. Thompson, of Syracuse, State of New York, party of the second part, witnesseth :

That the said party of the first part, for and in consideration of the sum of $5,450 (five thousand and four hundred and fifty dollars), to him in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, does by these presents grant, bargain, sell, and convey (100) unto the said party of the second part, and to his heirs and assigns, forever, the following described property : (Description omitted.)

Together with all and singular the tenements, hereditaments, and appurtenances thereunto belonging, or in any wise appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof.

To have and to hold, all and singular, the said premises, together with the appurtenances unto the said party of the second part, and to his heirs and assigns forever.

In witness whereof the said party of the first part has hereunto set his hand and seal this day and year first above written.

JAMES H. HOLLOWAY. [L. S.]

Signed, sealed and delivered in the presence of—(214 words.)

[Form 16.] **DEED FROM HUSBAND TO WIFE.**

This Indenture, made this 15th day of December, 1890, between Thomas H. Benton, of the city of St. Louis, State of Missouri, of the first part, and Martha Benton, wife of said Thomas H. Benton, of the second part, witnesseth :

That the said party of the first part, for and in consideration of the love and affection which he bears towards his wife, the said Martha Benton, and for the purpose of making her a gift that shall be of service to her in case of necessity hereafter, does hereby give, grant, alien (100) and convey unto his wife, said party of the second part, all that certain property : (Description omitted.)

To have and to hold the same unto the said party of the second part, her heirs and assigns, for her own sole and separate use, benefit and behoof forever.

To hold and enjoy all and singular the same, and every part and parcel thereof, as and for her separate estate, especially relinquishing for himself and his heirs all right or claim to the same, or any part thereof, as community property, so that the same may be held by her as separate, and not (200) in any respect as community property.

In witness whereof said party of the first part has hereunto set his hand and seal, the day and year first above written.

THOMAS H. BENTON, [L. S.]

Signed, sealed and delivered in the presence of—

(242 words.) MOSES CORWIN.

The Ring of the Bell should always attract attention to the end of the line, to see that you have room in which to finish a word, or to make a proper syllabic division; also, to avoid disfiguring the page by hammering letters on top of each other after the carriage ceases to move.

[Form 17.] **AGREEMENT OF LANDLORD AND TENANT.**

This is to Certify, that I have hired from Robert Chamberlain all that certain house and premises situated in the city of Chicago, State of Illinois, designated as No. 518 State street, said house containing nine rooms, for the term of one year from the first day of December, 1890, at a monthly rent of $50, payable in advance. And I hereby promise to make punctual payment of the rent, and to take the usual good care of the property as reasonable use and wear thereof will permit, and not to let or under-let [100] the whole or any part thereof, without the written consent of the landlord, under penalty of forfeiture and damages; and I agree to quit and surrender the said house and premises at the expiration of the said term, unless in writing this agreement is extended for another fixed term. Nor will I expend any money due for rent, for repairs or improvements, without the written consent of the said Robert Chamberlain.

Given under my hand and seal this first day of December, 1890.

THOMAS BROWN, [L. S.]

Signed in presence of THOS. K. KNOX. (193 words.)

[Form 18.] **ASSIGNMENT BY AN INSOLVENT DEBTOR.**

This Indenture, made the 10th day of April, 1890, by and between Benjamin Crawford, merchant and dealer in real estate, of the first part, James Simpson of the second part, and the several persons who are creditors of the said party of the first part, of the third part, witnesseth:

That whereas the party of the first part is indebted to divers persons in various sums of money which he is at present unable to pay in full, and is desirous of conveying all his property for the benefit of all his creditors, in equitable proportions to (100) their several claims. Now, therefore, the party of the first part, in consideration of the premises, and of one dollar paid to him by the party of the second part, hereby grants, bargains, sells, assigns and conveys unto the party of the second part, his heirs and assigns, all his lands, tenements, hereditaments, goods, chattels, property, and choses in action, of every name and nature, wheresoever the same may be, except such property only as may be exempted by law from attachment and execution, as fully described and set forth in the schedule hereunto annexed and made a part of (200) this assignment.

To have and to hold the said premises unto the said party of the second part and his heirs and assigns. But in trust and confidence, nevertheless, to sell and dispose of the said real estate and personal property, and to collect the said choses in action; then in trust to dispose of the proceeds of the said property in the manner following, viz.:

1. To pay all such debts as by the laws of the United States or of this State are entitled to a preference in such cases.

2. To pay the costs and charges of (300) these presents, etc.

3. To distribute and pay the remainder of said proceeds to the parties of the third part, etc.

In witness whereof the parties, etc.

Sealed and delivered in presence of WM. ROBINSON. (335 words.)

[FORM 19.]

AGREEMENT FOR BUILDING.

This Agreement, made the 10th day of July, 1890, by and between Joseph Johnson and Henry Harrison, both of the City of Bridgeport, County of Fairfield and State of Connecticut, is as follows :

That the party of the second part covenants and agrees with the party of the first part, to make, erect, build and finish, in a good, substantial and workmanlike manner, a two story brick dwelling-house, on the lot of land situated in said city, and described as follows : (Description omitted) agreeable to drafts, plans and specifications hereunto annexed, of good and substantial materials, (100) by the first day of July, 1891.

The said party of the first part covenants and agrees to pay unto the said party of the second part, for the same, the sum of $2,000 (two thousand dollars), lawful money of the United States, as follows : The sum of $1,000 (one thousand dollars) when the building is enclosed, and the remaining $1,000 (one thousand dollars) when the same is completed.

For the faithful performance of the agreements and covenants aforesaid, the parties hereby agree each with the other that the sum of $500 (five hundred dollars) shall be paid (200) to the other by the failing party as settled and liquidated damages.

In witness whereof we have hereunto set our hands and seals, the day and year above mentioned. (229 words.)

[FORM 20.]

AGREEMENT OF COPARTNERSHIP.

Articles of Agreement made and entered into this 5th day of March, 1890, between Alexander Benedict of the one part, and Charles Anderson of the other, witnesseth as follows :

1. That said Benedict and Anderson hereby enter into a copartnership with each other in the business of general merchants, for the purpose of buying, selling and retailing all sorts of wares, goods, merchandise, and all kinds of produce usually handled in stores of this character. Said partnership shall be conducted under the name and style of Benedict & Anderson, in the City of Denver, in the State (100) of Colorado, shall be opened on or about the 15th day of March, 1890, and continue for the term of two years, and as much longer as both parties agree thereto.

2. For this purpose each of the parties aforesaid agrees to furnish immediately the sum of $2,000 (two thousand dollars), to be used and expended in common for the conducting of said business, to their mutual advantage ; and it is agreed that the capital stock of the firm shall be kept at the sum of $4,000 (four thousand dollars), share and share alike, unless the same (200) be reduced or increased by mutual and written consent.

3 It is agreed that each partner shall have power to use the name of the firm, and to bind the same, in making contracts for the sale or purchase of goods, but not to an amount of over $500 (five hundred dollars), without the consent of the other.

4. Neither of said partners shall engage in the same or similar business, in the said city or State, during the term of this agreement.

In witness whereof they have hereunto set their hands and seals. (294 words.)

[FORM 21.] **FORM OF A WILL.**

I, Gardner Wilcox, of the City of Minneapolis, County of Hennepin, and State of Minnesota, being of sound mind and disposing memory, do make and publish this my last will and testimony, revoking all former wills and codicils.

First: It is my will and desire that my funeral expenses and all previous just debts be first paid.

Second: I set apart as my wife's equal and just share in my estate, in lieu of dower, the house and premises in which we now reside, situated at No. 257 State street, Minneapolis, Minnesota, and hereby devise and bequeath the same to (100) her, my said wife, Mrs. Mary E. Wilcox, together with all and singular the furniture and fixtures thereunto belonging, to her sole and separate use.

Third: I give and devise to my eldest son, Hamilton Wilcox, the farm on which he now resides, &c., to his heirs and assigns forever.

Fourth: I give and devise to my second son, Timothy Wilcox, the building and lot which he now occupies as a printing house, in the city of Minneapolis, situated, &c., to him, his heirs and assigns forever.

Lastly: I hereby constitute and appoint my wife, Mary E. Wilcox, and my two (200) sons, Hamilton Wilcox and Timothy Wilcox, to be the executrix and executors of this my last will and testament.

And it is my wish that the Court require no bond of either of them.

Signed in the presence of

(242 words.) GARDNER WILCOX.

Witnesses:

[FORM 22.] **PATENT RIGHT CONTRACT OF SALE.**

Whereas I, John P. Culver, of the City of Los Angeles, State of California, did obtain Letters Patent of the United States for Asphalt-Coated Sheet Metal Pipes, numbered 400,832, dated April 2, 1889; and whereas I am the sole owner of said patents and of all rights under the same in the below cited territory; and whereas Samuel W. Little, of the same city and State, is desirous of acquiring an interest in the same;

Now, therefore, to all whom it may concern, be it known that for and in consideration of the sum (100) of $5,000 (five thousand dollars), expended as per agreement heretofore entered into and acknowledged, I, the said John P. Culver, have sold and assigned and transferred, and by these presents do sell, assign and transfer, unto the said Samuel W. Little, an undivided one-half right, title and interest in and to the said inventions as secured to me by said Letters Patent, for, to and in the States of Washington, Oregon, California, and the Territories of Arizona and New Mexico, and for, to and in no other place or places; the same to be held and enjoyed by the (200) said Samuel W. Little within and throughout the above specified territory and not elsewhere, for his own use and behoof and for the use and behoof of his legal representatives, to the full end of the term for which Letters Patent are or may be granted, as fully and entirely as the same would have been held and enjoyed by me had this assignment not been made.

In testimony whereof I have hereunto set my hand and affixed my seal, at Los Angeles City, County of Los Angeles, State of California, this 21st day of November, 1890 A. D.

JOHN P. CULVER. (L. S.)

Witnesses: (304 words.)

[FORM 23.] **COMPLAINT ON A PROMISSORY NOTE.**

IN THE SUPERIOR COURT OF THE CITY OF CINCINNATI.

County of Hamilton, State of Ohio.

Michael Corbett, Pltf.,)
vs.) Room 2, Judge Burnett.
Samuel Burns, Dft.) No. 5850.

The plaintiff in the above-entitled action, complaining of the defendant in said action, alleges :

1. That on the 5th day of February, 1890, in the city of Cincinnati, County of Hamilton, and State of Ohio, the said defendant, Samuel Burns, made his certain promissory note, in writing, bearing date on that day, which said promissory note is in the words and figures following, to wit :

"$300. Cincinnati, O., Feb. 5, 1890. (100)

"Sixty days after date I promise to pay to John Jones, or order, the sum of $3,000 (three thousand dollars), in lawful money of the United States, for value received, with interest thereon at the rate of ten per cent. per annum, from date until paid.

SAMUEL BURNS."

And then and there delivered said promissory note to the said John Jones, who afterwards, on the said 5th day of February, 1890, duly endorsed, assigned, and delivered said promissory note to the plaintiff herein.

2. That the said plaintiff is now the lawful owner and holder of the said promissory (200) note ; that no part of the said promissory note, or of the interest thereon, has been paid.

3. That there is now due and unpaid to the said plaintiff on said promissory note the sum of $3,000 (three thousand dollars), and interest thereon at the rate of ten per cent. per annum, from February 5, 1890.

Wherefore the said plaintiff prays judgment against the said defendant for the sum of $3,000 (three thousand dollars), with interest thereon at the rate of ten per cent. per annum, from February 5, 1890, and costs of suit, and that said judgment be rendered and made payable pursuant to the terms of said promissory note.

(318 words) MATT C. DAY, Atty. for Pltf.

[FORM 24.] **JUDGMENT BY THE COURT.**

IN THE COURT OF COMMON PLEAS,

In and for the County of Franklin, State of Ohio.

Richard Phillips, Pltf..)
vs.) Judgment by the Court,
Timothy Tompkins, Dft.) October 21, 1890.

This cause came on regularly for trial on the 19th day of October, 1890, Nicholas Bird, Esq., appearing for the plaintiff and Kramer & Kramer for the defendant. A trial by jury having been mutually waived by the respective parties, the cause was tried before the Court without a jury ; whereupon witnesses upon the part of plaintiff and defendant were duly sworn and examined, and documentary evidence introduced by the (100) respective parties ; and the evidence being closed, the cause was submitted to the Court for consideration and decision ; and after due deliberation thereon the Court files its finding and decision in writing, and orders that judgment be entered herein in favor of the plaintiff in accordance therewith. (147 words.)

[FORM 25.] **WRIT OF ATTACHMENT.**

IN THE SUPERIOR COURT OF THE COUNTY OF MARION,
State of Oregon.

Robert Bartlett, pltf.,
vs.
Henry Jameson, dft.
---) Writ of Attachment. (

The People of the State of Oregon to the Sheriff of the County of Marion, Greeting :

Whereas, the above-entitled action was commenced in the Superior Court of the County of Marion, State of Oregon, by the plaintiff in the said action, to recover from the defendant in the said action the sum of five hundred dollars, besides interest at the rate of one per cent. a month, from the 18th day of November, 1889, and costs of suit ; and the necessary affidavit and undertaking herein having been filed as required by law :

Now, therefore, we do command you, the (100) said Sheriff, that you attach and safely keep all the property of said defendant within your said county not exempt from execution, or so much thereof as may be sufficient to satisfy the said plaintiff's demand, as above mentioned ; unless the said defendant give you security by an undertaking of at least two sufficient sureties, in an amount sufficient to satisfy such demand, besides costs, or in an amount equal to the value of the property which has been or is about to be attached ; in which case you will take such undertaking, and hereof make due and legal service (200) and return.

Witness : Hon. Francis Harrison, Judge of said Superior Court, this 18th day of January, 1890.

Attest my hand and the seal of the said Court, the day and year last above written.

(238 words.) HENRY WALKER, Clerk.

[FORM 26.] POWER OF ATTORNEY.

Know All Men by these Presents :

That I, Thomas Wentworth, of Indianapolis, County of Marion, State of Indiana, do hereby constitute and appoint Peter Patterson, of the City of Detroit, County of Wayne, and State of Michigan,

MY TRUE AND LAWFUL ATTORNEY,

In my name, place and stead, and in my behalf to demand, sue for, recover and receive all sums of money and debts due me, and all claims and demands that may become due, from citizens residing in or doing business in the city and State above mentioned ; and to give sufficient receipts and acquittances for the same ; giving and granting unto my said attorney full power and authority to do and perform all and every act and thing whatsoever requisite or proper in the premises, the same as I, if present, would or could do ; and I hereby ratify and confirm what my said attorney shall lawfully do in the premises.

In witness whereof, I have hereunto set my hand and seal, this 24th day of January, 1891.

ORNAMENTATION.—Very few attorneys or business men will care to have any ornamentation placed upon their documents or papers of any kind ; we therefore give only a few of the simplest forms, that may be used without much study or loss of time. The first above is composed of the No. sign (♯), the colon, the underscore, and parentheses ; the second requires only the underscore, the period, and the sloping sign for fractions.

[FORM 27.]

NOTICE OF MOTION.

IN THE SUPERIOR COURT OF THE STATE OF INDIANA,

In and for the County of Marion.

J. J. Carrillo, plaintiff,
vs.
D. V. Waldron and H. R. Palmer, defendants.

Notice of Motion to set aside Judgment and Execution.

To J. J. Carrillo, said plaintiff, and H. R. Tanner, his attorney :

Please to take notice, that upon the affidavit of the defendant H. R. Palmer, hereunto attached, and upon the files of papers, proceedings and records in the above-named action, I shall move the said Superior Court, at Court Room of Department 2 thereof, in the City of Indianapolis, County of Marion, State of Indiana, on Monday, first day of December, 1890, at the opening of Court on that day, or as soon thereafter as counsel can be heard, for an order vacating and setting aside the judgment taken by default against the defendant H. R. Palmer in said cause and Court on the 18th day of November, 1890 ; also to vacate and set aside the execution issued on said judgment on the date last aforesaid, and to vacate and set aside all proceedings had or taken in such cause against the defendant Palmer subsequent to the entering of said judgment aforesaid.

Also, that I will at the time and place first aforesaid, move the Court for an order vacating and setting aside the summons, or pretended summons, in such cause, and the service, or pretended service, thereof on the defendant Palmer, and the officer's return on said summons, so far as the same shows, or pretends to show, that said summons was at any time served on said defendant Palmer.

Said motion will be made and based upon the ground that the copy, or pretended copy, of said summons, which was served on said defendant Palmer did not have subscribed or attached thereto the name of the County Clerk of said Marion County, nor the name of the Clerk of said Superior Court.

Yours, etc.,

F. R. JAMISON,

Atty. for Defendant H. R. Palmer.

[FORM 28.] **NOTICE OF SALE.**

COURT OF COMMON PLEAS)
) Notice of Sale.
For the County of Hamilton, State of Ohio.)

Notice is hereby given that, pursuant to an order of the Court of Common Pleas for the County of Hamilton, State of Ohio, made on the 26th day of Feb., 1891, in the matter of the estate of Elizabeth Johnson, deceased, the undersigned will sell at private sale, to the highest bidder, for cash, lawful money of the United States, 10% to be paid when the sale is made, and the balance on confirmation of the sale by the Court.

Said sale, subject to confirmation of the Court of Common Pleas of said County of Hamilton, State of Ohio, to be made on or after the 7th day of May, 1891 ; and I will so sell in one parcel, all the right, title, interest and claim of the estate of the said Elizabeth Johnson at the time of her death, and all the right, title, interest, and claim of the property and estate that the said estate of the said deceased has acquired since her death by operation of law or otherwise, in all the property situated in the County of Hamilton, State of Ohio, and lying on Fourth Street, between Stone and Wood Streets, in the City of Cincinnati, more particularly described as follows :

Lots 10 (ten) and 11 (eleven) of the Longworth Tract, being lots so designated and shown on the map of the subdivision of said tract, recorded in Book 10, page 8, of Miscellaneous Records, in the office of the Recorder of Hamilton County.

Also, that certain lot adjoining it, commencing at a point on the northern line of Wood Street distant 4 (four) feet westerly from the southwesterly corner of lot 16 (sixteen) in block 4 (four) of the Longworth Tract, recorded in Book 2 (two) page 63 (sixty-three) of Miscellaneous Records ; running thence northerly parallel with the westerly line of said lot 16.125 ft.; thence at right angles westerly 29½ ft. to the easterly line of lot 11.

The above described lots being all contiguous, form one lot with the average of about 109½ ft. on the north side of Fourth Street, with the average depth of about 125 ft.

Bids or orders may be handed in at any time before the making of the sale, and must be in writing, and left in the office of Messrs. Smith, Hardy & Smith, attorneys at law, Room 2, 117 West Third Street, in the City of Cincinnati, County of Hamilton, State of Ohio. Each bid must be accompanied with a forfeiture, made payable to the undersigned :

JOHN COLE, Administrator.

[FORM 31.] **EXHIBIT A—ADMINISTRATRIX'S STATEMENT.**

IN THE SUPERIOR COURT OF THE CITY AND COUNTY OF SAN FRANCISCO,

State of California.

In the Matter of the Estate of Thomas Jones, deceased.	Exhibit made six months from Appointment.

To the Honorable the said Superior Court of the City and County of San Francisco, State of California:

In accordance with the provision of the Statute, I, Mary Jones, the administratrix of the estate of Thomas Jones, deceased, do hereby, six months after my appointment as such administratrix, make and render this my account and exhibit of said estate:

I.--MONEY RECEIVED AS FOLLOWS.

Cash on hand at time of death of deceased, -	$50 00
Net proceeds of sales of Personal Property, -	4,118 50
Amount of money received,- - - -	$4,168 50

II.--MONEY EXPENDED AS FOLLOWS.

Fees of Clerk of Superior Court, - -	$16 50	
Fees of Appraisers of Estate, - -	30 50	
Fees of attorney for Administratrix, -	100 00	
Publication of Notice to Creditors, -	5 00	
Publication of Notice of Application for Order of sale of Personal Property,	5 00	
Notary fees, affidavits to return of Sale of Personal Property, - -	1 50	
Allowance to family of deceased, - -	300 00	
Amount of money expended, - - - -		- 458 50
Balance in hands of administratrix, - -		$3,710 00

VERIFICATION.

State of California,)
City and County of San Francisco,) SS.

Mary Jones, the administratrix of the estate of Thomas Jones, deceased, being duly sworn, says that the foregoing exhibit and statement rendered by her are true in substance and in fact.

MARY JONES.

Subscribed and sworn to before me, this 2d day of Nov., 1890.

TRANSCRIBING LEGAL TESTIMONY.

1. *Paper to be Used.*—The advent of the Typewriter has changed the style of paper as well as the arrangement of the matter, in writing out reports of testimony. "Legal cap" used to mean sheets double the length of an ordinary cap page, ruled for the pen, and also ruled vertically, outside of which ruling were always written the Q. and A. for Question and Answer. This latter ruling, and placing of the initials, is still required in some courts, and by some attorneys no matter where they are.

2. *Simple Form for Unruled Paper.*—On the opposite page is the simplest, and now most generally used, form observed by typewriter copyists. The paper is entirely unruled, and therefore the lines may be written as long as the machine will print; but in order to secure a fair margin, the machine better be set so as to print only 65 letters. The page looks cleaner by not puncturing periods after the initials Q. and A., but making two spaces instead of one.

3. *A Form with Marginal Ruling* is given on page 44. The bumper that regulates the length of the line must be set so that the first letter, Q or A, will print just outside the vertical line; then space five or more spaces, and begin the reading matter. When there is more than one line to a question or answer, the second and any additional lines must begin just inside the vertical line, and this will require the exercise of memory; it is therefore an objectionable form, as one is apt to forget and make a mis-print.

4. *Numbered Lines.*—On page 43 is given a form in which the paper is prepared with figures outside the vertical line, so that each line of testimony may be referred to by counsel, in argument or otherwise. It requires considerable care in printing; happily its use is confined to the higher courts and more critical class of lawyers.

5. *Right Side Down.*—When sheets are taken from the machine they should be invariably laid with the written side down, so that when picked up to be examined, or bound together, they will come in consecutive order, from the first to the later pages.

6. *The Names of Witnesses*, when first introduced, should be printed in capitals, so the eye may readily observe them.

7. *Objections made by Counsel* on either side, or rulings by the Court, and exceptions taken, should be indented ten spaces from the margin.

8. *Numbering the Pages.*—All the sheets necessary to contain the testimony in a case should be numbered consecutively from the beginning to the end, even if the trial continues for days and weeks; but each day's testimony should be fastened together in a separate packet, beginning with the date and name of witness.

9. *Train the Memory.*—It is important that the learner begin early in his or her practice to carry in the mind as much of a sentence as possible, so that when the reporter reads to the copyist he may keep on writing, without having to stop and ask a repetition of what has been read.

Manifolding is done as described on page 30. Black carbon paper should be used, in preference to purple; as, also, black ribbon.

[FORM 30.] **TESTIMONY.**

SUPREME COURT, CIRCUIT—PART I.

Alexander Jones)
vs.) Before Judge M. Hilton and a Jury.
James W. Mason.)

Appearances.

For Plaintiff—James T. Brady, Esq.
For Defendant—Benjamin F. Butler, Esq.

The jury being duly empaneled, Mr. Brady stated the case for the plaintiff; Mr. Butler did the same for the defendant.

THOMAS B. WARREN, called on behalf of the plaintiff, being duly sworn, testified as follows:

DIRECT EXAMINATION.

By Mr. McFarland—

Q. What is your name?

A. Thomas B. Warren.

Q. Where do you live?

A. New York City—1224 Tenth street.

Q. Mr. Warren, it is in testimony that you received between $11,000 and $12,000 for your interest on your share of the profits of the sale of these bonds of the company. State whether or not you received back the $5,000 that you paid Mr. Lacy?

A. Why, I think I did.

Q. Yes, sir. Who paid you that?

A. Why, I think that Stimson did. I do not remember distinctly, but it occurs to me that was the first thing paid.

Q. Was that a payment by Stimson personally, or by Stimson for the company?

A. Stimson paid it to me——

Mr. Monroe: If you know, of course all this is incompetent.

Mr. McFarland: Yes, yes; you say so.

A. I do not know, but I suppose he——

Mr. Monroe: Well, we object to that on the ground that it is incompetent and immaterial.

The Court: The objection is sustained.

Mr. McFarland: To which we except.

CROSS EXAMINATION.

By Mr. Monroe—

Q. Was any of this land divided among the stockholders, Mr. Warren—this Nadeau Vineyard land?

A. Why, the company made some arrangement for stockholders to buy land and apply part or all of the payment for their land on their stock, I think in the nature of an advance dividend. That was a matter that Stimson carried out, and I never—I never knew altogether about it.

Q. Were you one of the directors of the company, and are you still a director?

A. Yes, sir.

Q. Were you present when this matter of selling land to the stockholders as an advance dividend was discussed?

A. Why, I was present at one meeting when it was discussed, but I think it was discussed at more than one meeting. I am not sure that I was there at all times when it was discussed, or when the final action was taken. I know Stimson proposed it at one time when I was present.

Q. What was that arrangement, as you recollect it?

A. Well, I must confess that I did not fully understand it then, and——

Q. Did you consent to it?

A. Why, I think so. I don't think I voted against it if it was put to a vote.

[FORM 31.]

UNITED STATES CIRCUIT COURT, Southern Dist. of New York.

Charles H. Bragg and Edw. Bragg)
vs.) Before Judge Johnson and a Jury.
The Victor Marble Company.)

Albany, N. Y., April 5, 1890.

Appearances.

For Plaintiff, - - - - - Wm. M. Evarts, Esq.
For Defendant, - - - - - A. H. Bradford, Esq.

JOHN FOSTER, called on behalf of plaintiff, being duly sworn, testified as follows :

Direct Examination by Mr. Evarts.

Q Where do you reside, Mr. Foster ?
A This city.
Q What is your business ?
A Financial broker.
Q Did you have any connection with the corporation, the principal office of which was here in this city, known as the Victor Marble Company ?
A I did.
Q What was the character of that connection ?
A I was a Director and Treasurer of the corporation.
Q About what time did you become connected with that corporation ?
A I do not remember ; I think it must have been in the vicinity of a year ago.
Q In what way did your connection with it become severed ?
A Sold my stock and resigned as a Director and Treasurer.
Q Sold your stock to whom ?
A I guess it was two different parties purchased it.
Q Who were they ?
A Mr. Charles H. Bragg and Mr. Edward Bragg.
Q When was the first time, Mr. Foster, you had any conversation with either of these men about the purchase of this stock ?
A On Saturday evening, 23d January, at my place of business.
Q What occurred there ? What was the nature of the conversation ?
A The conversation was opened by Mr. Bragg inquiring about the Victor Marble Company ; how things were progressing. We talked about the general business, what a good piece of property it was, and what money could be made out of it if properly handled, with sufficient coin back of it. The winding up of it was, he asked me what I would take for my stock. I did not give him any price.

Cross-Examination.

By Mr. Bradford—

Q Did you not, on Sunday, ten days prior to the sale of your stock, say to Mr. Charles Bragg, and to Mr. C. J. Richards, that Capt Seamans had told you, in a conversation between you, that he had only 400 shares of this stock ?
A I did not.
Q Did you not, in the conversation with the Braggs, say that you did not care to sell your stock, and refused to price it ? And did you not afterwards say to Mr. J. Richards that you took this course—that is, not putting a price on it—at the time and place referred to, in order to lead the Braggs on to buy, or words to that effect ?
A It's a damned lie.

The Court: Just answer the question, without—

Mr. Evarts: Well, it is a "damned lie."

The Witness: I am surprised that you should ask such questions of me. But, Judge, excuse me.

The Court: You can always answer even such questions without an oath.

[FORM 32.] **STATEMENT OF CLAIMS PRESENTED.**

IN THE SUPERIOR COURT OF THE CITY AND COUNTY OF SAN FRANCISCO.

State of California.

In the Matter of the Estate of Thomas Jones, deceased. — $ Statement of Claims Presented. $

The undersigned, administratrix of the estate of Thomas Jones, deceased, at this the July term, 1890, of said Superior Court, returns to said Court the following statement of all claims against the said estate which have been presented to her since the 18th day of May, 1889, being the day of the first publication of notice to creditors; in which statement are designated the names of the creditors, the nature of each claim, when it became due or will become due, and whether it was allowed or rejected by said administratrix:

Name of Creditor.	Nature of Claim.	When due.	Allowed or Rejected.	Amount.
John Smith,	Promissory note,	June 5, 1874.		
	Money loaned,	April 1, 1874.	Allowed.	$1500
	And horse sold,	April 29, 1874.		
George Taylor,	Funeral expenses,	May 19, 1874.	Allowed.	200
Dr. C. G. Bryant,	Expenses last Sickness,	May 18, 1874.	Allowed.	250
Alfred Pope,	Balance of ac't,	March 3, 1874.	Allowed.	500
D. P. Belnap,	Legal services,	Jan. 5, 1874.	Rejected.	100
				$2550

MARY JONES,
Administratrix of the estate of Thomas Jones, dec'd.

[FORM 33.] **NOTICE TO CREDITORS.**

IN THE SUPERIOR COURT OF LOS ANGELES COUNTY, State of California. — Notice to Creditors.

In re the estate of M. B. McQuaid, deceased.

Notice is hereby given by the undersigned administratrix of the estate of M. B. McQuaid, deceased, to the creditors of and all persons having claims against the said deceased, to exhibit them with the necessary vouchers within ten months after the first publication of this notice, to the said administratrix, at the office of John Robarts, attorney at law, rooms 2 and 3 Wilcox block, North Spring street, in the city of Los Angeles, County of Los Angeles, State of California, that being the place designated for the transaction of the business of said estate.

Dated at Los Angeles, Cal., Jan. 7, 1889.

MRS. JANE McQUAID,
Administratrix of the estate of M. B. McQuaid, deceased.

[Form 34.]

ANNUAL STATEMENT
of the
FIRST NATIONAL BANK
AT DETROIT, MICH.,
At the Close of Business, December 14, 1890.

RESOURCES.

Loans and discounts,	$270,002 13
Overdrafts, secured and unsecured,	281 44
U. S. Bonds, to secure circulation,	25,000 00
Stocks, securities, judgments, claims, etc.,	38,490 83
Due from approved reserve agents,	53,799 00
Due from other National Banks,	40,256 83
Due from State Banks and bankers,	24,319 28
Banking-house furniture and fixtures,	48,000 00
Other real estate and mortgages owned,	4,137 03
Current expenses and taxes paid,	7,772 28
Checks and other cash items,	398 00
Bills of other banks,	2,665 00
Fractional paper currency, nickels and cents,	88 44
Specie,	17,385 15
Legal tender notes,	11,366 00
Redemption fund with U. S. Treasurer, 5 % of circulation,	1,125 00
Total,	$545,086 41

LIABILITIES.

Capital stock paid in,	$100,000 00
Surplus fund,	50,000 00
Undivided profits,	25,052 70
National bank notes outstanding,	11,250 00
Individual deposits subject to check,	353,645 35
Demand certificates of deposit,	4,817 49
Due to State Banks and bankers,	320 87
Total,	$545,086 41

State of Michigan, County of Wayne, ss.:

I, J. E. Farnum, cashier of the above-named bank, do solemnly swear that the above statement is true to the best of my knowledge and belief.

J. E. FARNUM, Cashier.

Subscribed and sworn to before me this 14th day of December, 1890.

L. C. Winston, Notary Public.

[Form 35.]

SURROGATE'S COURT, County of New York.

In the matter of the probate of a paper propounded as the last will and testament of James W. Griffith, dec'd.) Before Hon. Gideon J. Tucker, Surrogate.

Albany, N. Y., Jan. 5, 1889.

Appearances.

For Proponent, - - - H. A. Anderson, Esq.
For Contestant, - - - Benjamin Harrison, Esq.

(Here follow the proceedings, in the usual form.)

[FORM 36.]

SPECIFICATIONS

Of materials and labor to be used and employed in the construction and completion of a 1½ story frame dwelling, to be located on Jefferson street, between Eighth and Ninth streets, in the city of St. Louis, State of Missouri, where and as directed on the property of Mr. E. F. Allen, of the same county and State.

CONDITIONS.

All of the hereinafter described materials and work shall be furnished and done in strict accordance with the plans and specifications and detail drawings furnished by W. L. Williams.

Said plans, specifications and drawings are intended to correspond with each other; and should there be anything omitted in the one, that is shown or mentioned in the other, it shall be done by the contractor without charge to the owner as though it had been fully set forth in both plans and specifications.

DESCRIPTIONS.

The studds of the outer walls of main house shall be sixteen feet long; the first story shall be 9' 6" in the clear; second story shall be 8' 6" in the clear. Size of the building is to be 46½ feet deep by 34 feet, inclusive of bay windows, porches, etc. For size of all doors and windows, and arrangement of all walls and partitions, see plans.

EXCAVATIONS.

Remove the soil from all walls, piers and chimney foundations to a depth of six inches; fill in with the same after the walls are built, to cover all footings inside and outside, to the full height of the original grade.

BRICKWORK.

Build all walls, piers and chimney foundations of the best hard burnt brick. Walls and piers to be five courses high to a level, with twelve inch footings; build chimneys where shown, on a solid foundation, to first floor, with hard brick; carry up shaft of medium brick; leave opening and spring arch on iron lintels for fire-places, two feet wide and eleven courses above the floor; top out chimneys with good red brick as shown. All flues to be eight inches square, smoothly plastered on the inside. Put in 6 inch thimble in the kitchen and 5½ inch in all the other rooms accessible to flue, with tin stoppers to same.

LATH AND PLASTERING.

Lath all walls and ceilings of the first and second story with the best four-foot Oregon pine laths, with joints broken every six courses, and well nailed at all bearings, the same to be put on 3-8 of an inch apart.

Cover all lathed work with a good coat of brown hair mortar, properly proportioned and mixed with thirteen pounds of long cattle hair to the barrel of lime; the same to be rodded down to an even surface for papering; repair all cracks and breaks, at completion. All mortar shall be made up six days before being used, and be composed of best lime, and clean, sharp sand.

FLOORS.

All porch floors shall be laid of 1" X 4" T & G Southern Pine, with mitre joints, with one inch water grade to front. All interior floors are to be of 1" X 6" T & G S. P. well seasoned.

(Date.) (Signatures.)

[Form 37.]

LITERARY COPYING.

FORTY YEARS A PHONOGRAPHIC REPORTER.

RECOLLECTIONS PROFESSIONAL AND OTHERWISE.

By Elias Longley.

(Copyrighted and published here by permission of the Author.)

In Four Parts.—Part First.

My First Sermon—First Case in Court—Gov. Charles Anderson My Employer—His Peculiar Appreciation of My Poor Services—Called to New Orleans as a U. S. Witness—Made Phonographic Reporter in the Case as Well—First of the Kind in the Queen City of the South—Double Pay, Easy Work, and a Good Time.

"My First Sermon," I may as well take the credit for in the beginning, was one that I wrote out myself, with pen and ink, before delivering it. And I may as well admit, also, that the memorizing and delivering of it to a small country congregation was a more difficult job, to me, than the first reporting I did of another man's sermon. This may account for the fact that I never delivered a second sermon of my own, preferring to report other people's sermons, speeches, and the like, which I was then learning to do.

It was in the year 1848, when standing at my case setting type in the office of the "Star in the West," Cincinnati, that Bro. Gurley left his editorial desk in the same room, and stepping up to me, said :

"Bro. Longley, I want you to report the Occasional Sermon of Bro. Whittemore, that he is to deliver to-morrow in the United States Convention."

"I can't," was my prompt reply ; though I was delighted with the idea that I would like to try it.

"But you must," he said ; "Bro. Whittemore has just told me that he never writes his sermons, and it would never do to have it said that Cincinnati could not report and publish so important a sermon as his will be. Come, I'll give you ten dollars to do the best you can, and you cannot make that much in a day setting type."

"That's so," I readily admitted, "and I'll try what I can do. What I do not report he can supply."

Hastily finishing my "take" of copy, I took off my apron, and slipped away to my little bedroom in the garret, where "chicken tracks" flew around in a lively way until supper-time, and from supper-time until late bed-time. I timed my writing, but could not reach 100 words a minute. I wrote from sermons ; studied religious phrases peculiar to the denomination ; I tried different kinds of paper, and different pencils ; hoping by some means, or all combined, to be equal to the task.

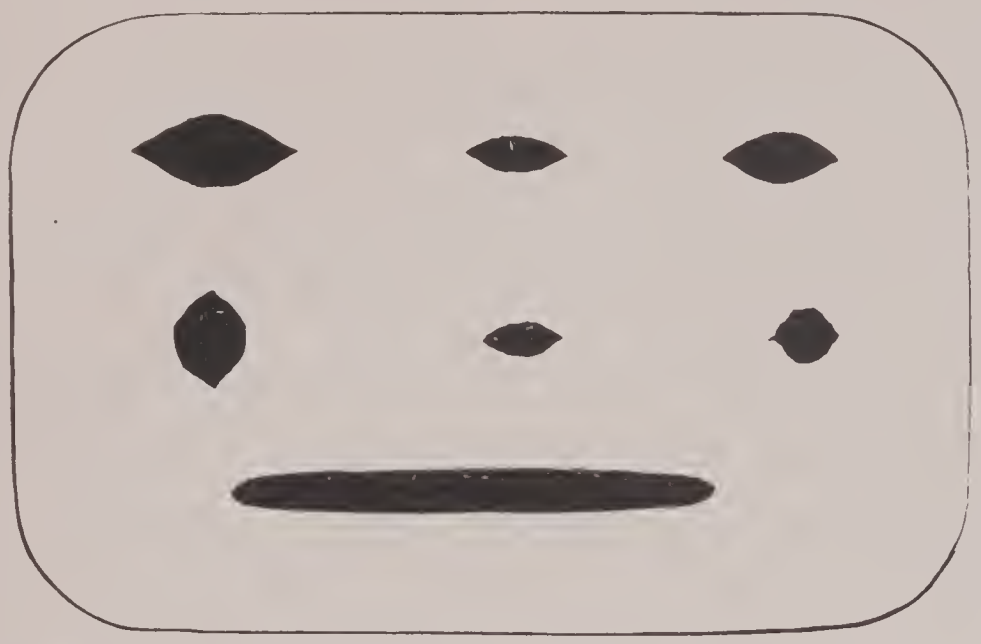
Finally I dared to sleep, and dreamed of running a race ; but who was my competitor I knew not, until arriving at the goal, "neck-and-neck," I saw him in what at first appeared the judge's stand, but which suddenly assumed the shape of a pulpit, with myself at a table in front. And then I knew the contestants were the preacher and the reporter. I awoke, and took courage for my first struggle with the winged words of the orator.

Suffice it to say, that such as I did not "catch on the wing" I was enabled to remember or supply by my familiarity with the sentiments of the preacher—not to say anything of my capacity for producing a sermon, on paper, myself. And it may be worth while to remark, for the benefit of young phonographers, it is often important that the reporter be as well versed in matters and things as the persons he reports.

TYPEWRITER OPERATOR'S ERASING SHIELD

(FOR USE WITH ALL WRITING MACHINES).

Tbis is a new article, just patented October 23, 1888, and now placed prominently on the market for the first time. It is an article which is bound to become very popular with operators of every writing machine, as it can be used with one machine as readily and as usefully as with another. The inventor of this shield is a lady typewriter operator of New York City, who has for years conducted her own office and who invented this shield to meet the demand for such an article in ber own work. Its great use will be at once appreciated by every operator in tbe land, as with it a single letter, a word or a whole sentence may be quickly erased from a written page, without in the slightest interfering with other matter. The shield is made in handsome workmanship and is finished in tbe very best manner. It is made of burnished nickel, with "slots" of different sizes and shapes, each of which is finely beveled to prevent cutting the typewriter rubber.



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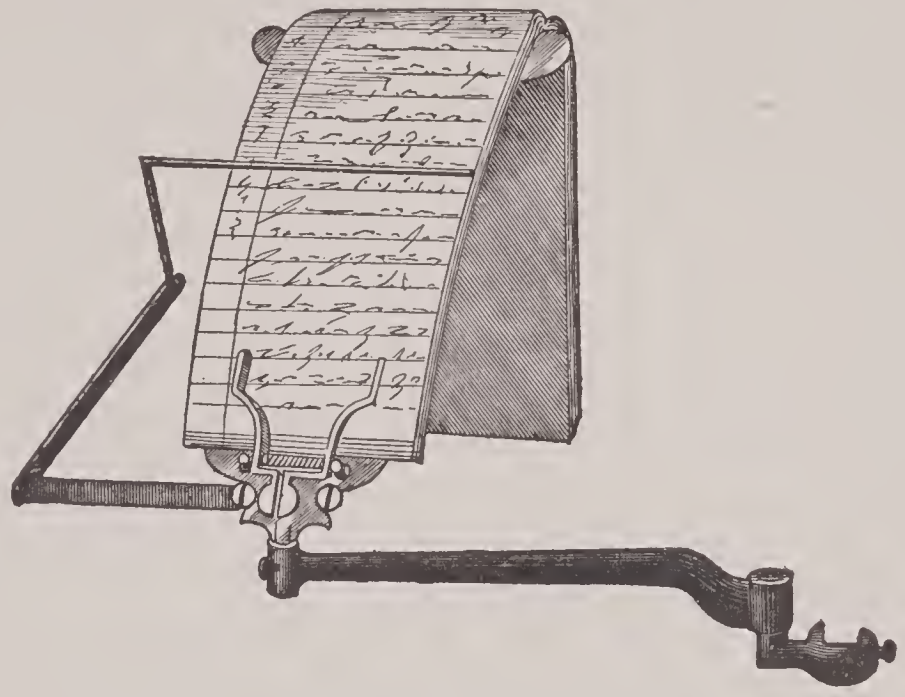

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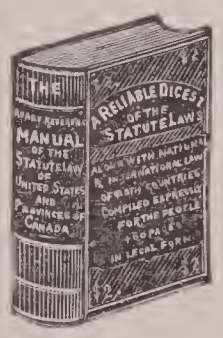

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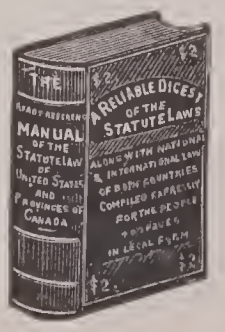

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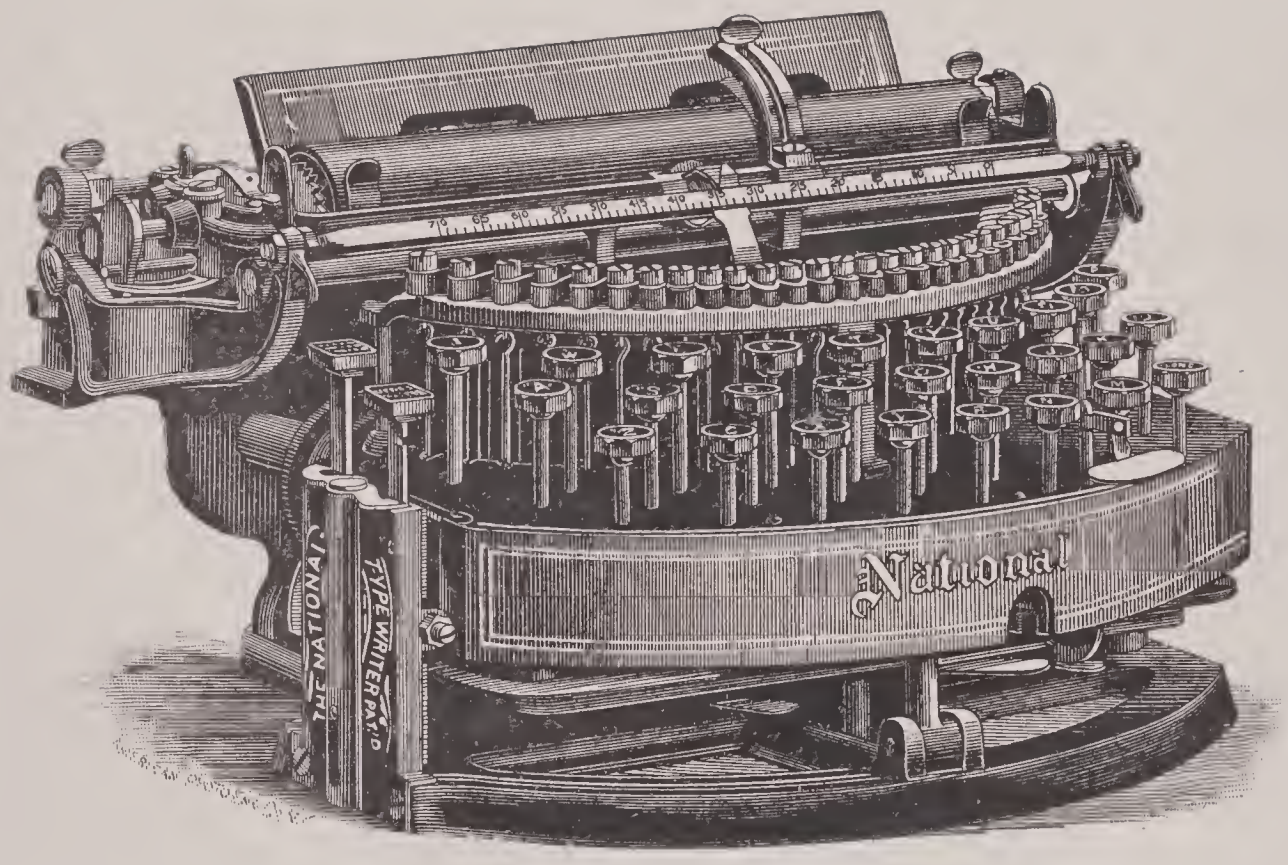

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